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1982 - Sept. '87

NICIPAL

Hamilton, Ont. Council
Committee Agendas -
Personnel Committee.

E. A. SIMPSON
CITY CLERK
K. E. AVERY
DEPUTY CITY CLERK



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OCT 13 1982

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THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

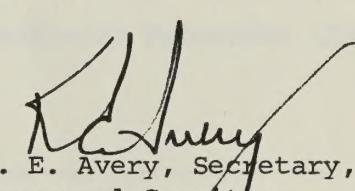
October 1, 1982.

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, October 6, 1982
3:00 o'clock p.m.
Room 219, City Hall

KEA/gk


K. E. Avery, Secretary,
Personnel Committee.

AGENDA

1. FIRE DEPARTMENT

- (a) Purchase of Scott Air Cylinders & Parts
- (b) Acceptance of Aerial Truck from Pierreville Fire Trucks Limited
- (c) Acquisition of land for new Fire Station - Quigley Road and Albright Road
- (d) 1983-1987 Capital Projects

2. LEGAL DEPARTMENT

- (a) Transfer of funds

3. FINANCE COMMITTEE

- (a) Financial Report of Current Estimates for period ended August 31, 1982



PERSONNEL COMMITTEE AGENDA (Cont'd.)

4. PERSONNEL DEPARTMENT

- (a) Hamilton Convention Centre - Appointment of General Manager
- (b) Appointments and Terminations to October 6, 1982
- (c) Request on behalf of three (3) members of Local 288, I.A.F.F. to buy back War Service
- (d) Contract Settlement - approval of new rates
- (e) Settlement of Grievance (Information only)
- (f) Provincial Government Restraint Programme (Information only)

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THE CORPORATION OF THE CITY OF HAMILTON

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1985 March 15

NOTICE OF MEETING

PERSONNEL COMMITTEE

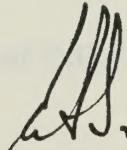
Wednesday, March 20, 1985

2:00 o'clock p.m.

Room 233, City Hall

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EAS/gk


E. A. Simpson, Secretary,
Personnel Committee.

AGENDA

1. Minutes of the meeting held Wednesday, February 20, 1985
2. FIRE DEPARTMENT
 - (a) Quigley Road Fire Station No. 7, Bronze Plaque - City Architect
 - (b) Staffing of Quigley Road Fire Station - Finance Committee
3. PERSONNEL DEPARTMENT
 - (a) Position of Secretary - Managing Director, Hamilton Entertainment & Convention Facilities Inc.
 - (b) Hiring Policy and Procedures for new full-time positions - Hamilton Entertainment & Convention Facilities Inc.
 - (c) Classification of part-time Airport Office employee
 - (d) Collective Agreements under Fair Wage Policy:
 - (i) Operating Engineers Employer Bargaining Agency and the Operating Engineers Employee Bargaining Agency
 - (ii) Association of Millwrighting Contractors of Ontario Inc., etc.

Personnel Committee Agenda, (Cont'd.)

- (e) Appointments and Terminations with The Corporation in both permanent and temporary service to March 12, 1985
- (f) Job Evaluation and Salary Review - Letter from Steven J. McCormack, Solicitor
- (g) Objection to Central Health and Safety Committee Minutes - C.U.P.E., Local 5
- (h) Letter from Grievance Committee of C.U.P.E., Local 5

4. OTHER ITEMS

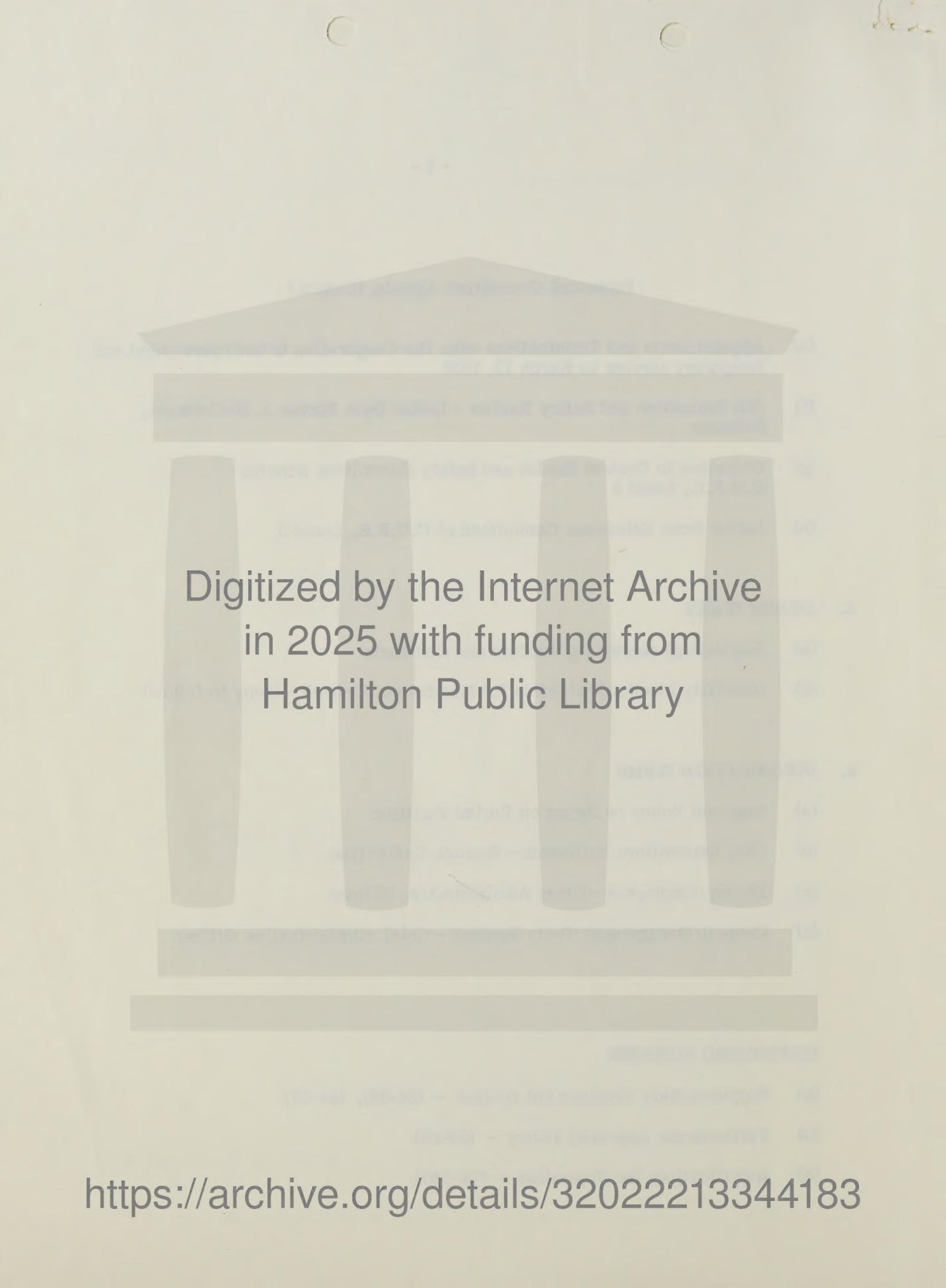
- (a) Regulations respecting Tenders and Contracts
- (b) Disability Income Protection for Members of Council - (copy to follow)

5. INFORMATION ITEMS

- (a) Regional Policy re Hiring on Posted Positions
- (b) 1985 Expenditure Estimates - Finance Committee
- (c) 59-Day Employees - Chief Administrative Officer
- (d) Council/Management Team Seminar - Chief Administrative Officer

UNFINISHED BUSINESS

- (a) Supplementary Employment By-law — (84-36), (84-87)
- (b) Performance Appraisal Policy - (84-93)
- (c) Qualifications for Promotion - (84-101)



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THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

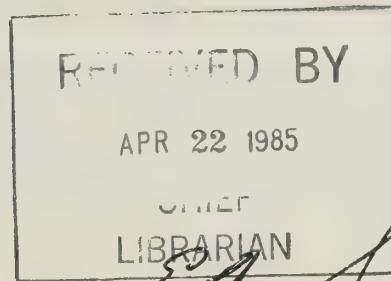
1985 April 19

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, April 24, 1985
2:00 o'clock p.m.
Room 233, City Hall

EAS/gk



E. A. Simpson, Secretary,
Personnel Committee.

AGENDA

1. Minutes of the meeting held Wednesday, March 20, 1985
2. PERSONNEL DEPARTMENT
 - (a) Classification of position of Architectural Historian - Culture & Recreation Department
 - (b) Increase in fee - Dr. J. D. Bell (Fire Department)
 - (c) Policy - Use of Video Display Terminals
 - (d) Occupational Nurse - Personnel Department
 - (e) Approval of Rates:
 - (i) The Mechanical Contractors Association of Hamilton and the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada, Local Union 67
 - (ii) The Ontario Painting Contractors Association and The Ontario Council of the International Brotherhood of Painters and Allied Trades
 - (iii) Ontario Sheet Metal and Air Handling Group and Sheet Metal Workers International, Local Union 537

Personnel Committee Agenda (Cont'd.)

- (iv) Provincial Agreement for Ontario Bricklayers, Stonemasons and Plasterers. The International Union of Bricklayers and Allied Craftsmen and the Ontario Provincial Conference of the International Union of Bricklayers and Craftsmen and The Masonry Industry Employers Council of Ontario, Local Union No. 1
- (v) Provincial Agreement for Ontario Marble, Tile, Terrazzo, Cement Masons, Resilient Floor Layers and Their Helpers. The International Union of Bricklayers and Allied Craftsmen and The Ontario Provincial Conference of the International Union of Bricklayers and Allied Craftsmen and The Terrazzo, Tile and Marble Guild of Ontario Inc., Local Union 16
- (vi) Ontario Glazier Institutional Commercial and Industrial Agreement between Architectural Glass and Metal Contractors Association and The International Brotherhood of Painters and Allied Trades and The Ontario Council of the International Brotherhood of Painters and Allied Trades

- (f) Income Protection Plan - Members of City Council
- (g) Appointments and Terminations with The Corporation in both permanent and temporary service to April 12, 1985.

3. OTHER ITEMS

- (a) Policy recognizing deserving employees - Alderman B. Hinkley -
 - (i) Survey re Employee Awards Program - City of Cornwall
- (b) Salary Review - Hamilton Convention Centre employees
- (c) Department of Public Works employee - Extension of employment after retirement
- (d) Tender - Purchase of Fatigue Uniforms for Fire Department - Director of Purchasing
- (e) Regulations covering Construction and Demolition Contracts - (Referred back by Council)

Personnel Committee Agenda (Cont'd.)

- (f) Contracts - employees retiring early - appointment of George Yates - (No Copy)
- (g) Request for use of Norfolk Fire Station as polling station for Provincial Election
- (h) Central Health and Safety Committee Minutes - Alderman B. Hinkley

4. INFORMATION ITEMS

- (a) Salary Survey - Solicitors, Legal Department - Chief Administrative Officer
- (b) Agreement - Town of Dundas - Emergency Communication Services - Fire Chief
- (c) Attendance Costing Report - Director of Personnel
- (d) Report on Employment Equity - Director of Personnel

UNFINISHED BUSINESS

- (a) Performance Appraisal Policy - (84-93)
- (b) Qualifications for Promotion - (84-101)

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THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1985 May 16

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1985

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, 1985 May 22

2:00 o'clock p.m.

Room 233, City Hall

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E.A. Simpson
E.A. Simpson, Secretary

Personnel Committee

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AGENDA

1. Minutes of the meeting held 1985 April 24
2. HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
 - (a) Position of Director of Marketing - Reclassification
 - (b) General Managers, Convention Centre and Hamilton Place - Reporting Relationship
 - (c) Classification of Position of Secretary for Director of Finance and Administration
3. PERSONNEL DEPARTMENT
 - (a) Memorandum of Agreement - Local 167, C.U.P.E.
 - (b) Public Works Department
 - (i) Classification of Position of Junior Cost and Inventory Clerk
 - (ii) Establishment of Position of Development Co-ordinator (Parks)
 - (c) Policy re Employment Equity
 - (d) Transfer of Funds
 - (e) Appointments and Terminations with the Corporation to 1985 May 14

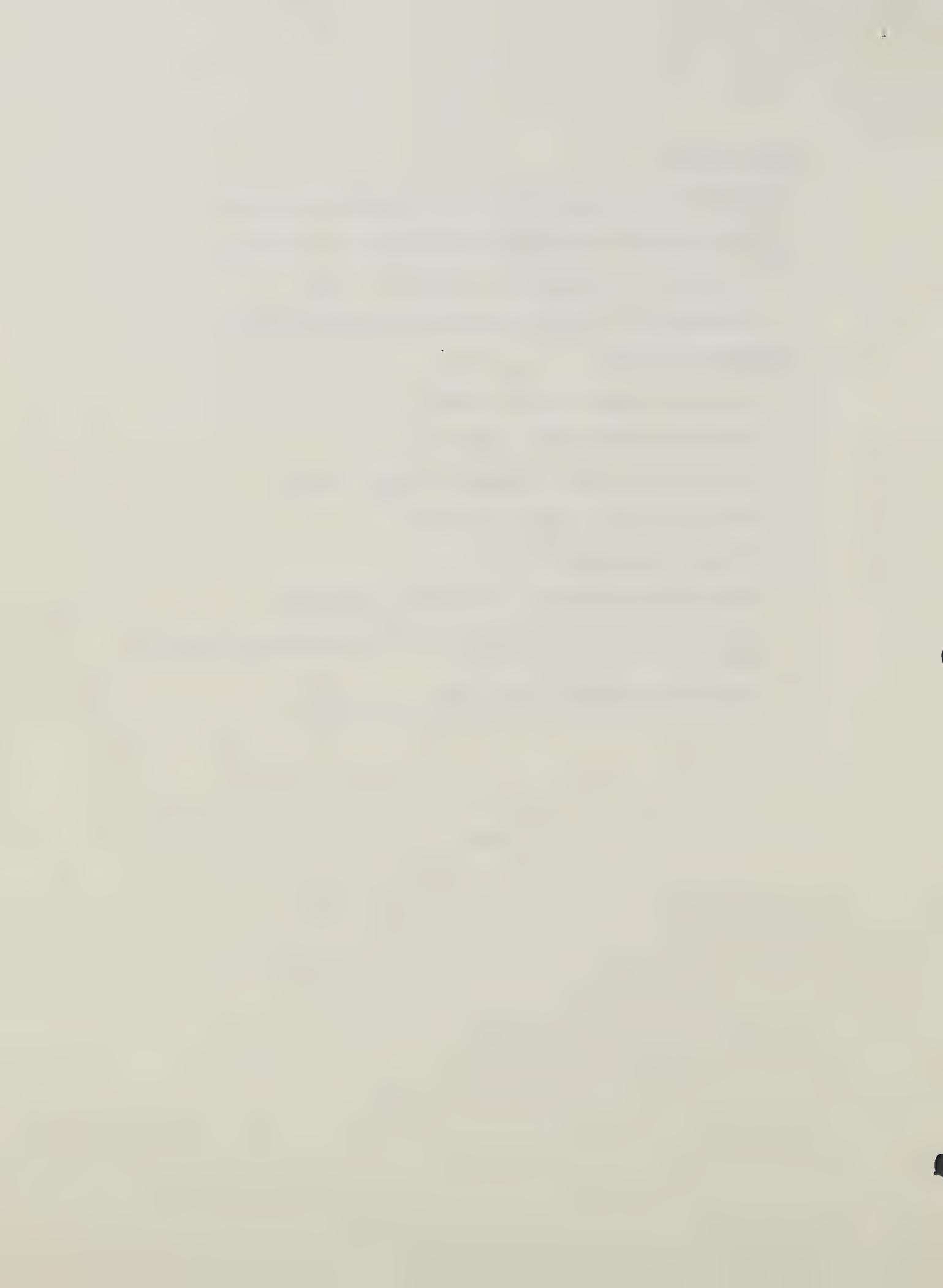


4. OTHER ITEMS

- (a) Unpaid Leave of Absence - Director of Culture and Recreation
- (b) Physical Change to City Solicitor's Department - City Solicitor
- (c) Aldermanic Secretarial Support Services - City Clerk
- (d) Salaries for 1985 - Department Heads and Deputies Association

5. UNFINISHED BUSINESS

- (a) Performance Appraisal Policy - (84-93)
- (b) Qualifications for promotion - (84-101)
- (c) Income Protection Plan - Members of Council - (85-61)
- (d) Use of Video Display Terminals - (85-64)
- (e) Employee recognition - (85-73)
- (f) Supplementary Pension Plan - Members of Council (85-76)
- (g) Town of Dundas Agreement re Emergency Communication Services - Fire Department - (85-84)
- (h) Personnel Department - Staffing Requirements (85-87)





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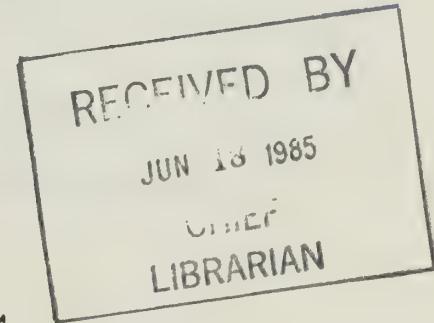
1985 June 14

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, June 19, 1985
2:00 o'clock p.m.
Room 233, City Hall

EAS/gk



E. A. Simpson
E. A. Simpson, Secretary,
Personnel Committee.

AGENDA

1. Minutes of the meeting held Wednesday, May 22, 1985
2. PERSONNEL DEPARTMENT
 - (a) Establishing of the following positions - Hamilton Entertainment & Convention Facilities Inc.:
 - (i) Director of Event Planning/Operations
 - (ii) Plant and Building Manager
 - (iii) Security Supervisor
 - (iv) Operations Engineer
 - (b) City Clerk's Department (Aldermanic Support Staff) - Classification of positions:
 - (i) Secretary to the Aldermen
 - (ii) Receptionist
 - (c) Department of Public Works - Classification of the position of Secretary to the Director of Parks
 - (d) Department of Culture & Recreation - Reclassification of the position of Program Organizer (Senior Citizens)
 - (e) Building Department - Additional staff and Structural Modifications



Personnel Committee Agenda (Cont'd.)

- (f) Approval of rates - The Hand Association of Sewer, Watermain & Road Contractors and the Labourers' International Union of North America, Local 837, Hamilton
- (g) Appointments and Terminations with The Corporation to 1985 June 10
- (h) City Garage - Drivers - Overtime Rates and Clothing Allowance

3. FIRE DEPARTMENT

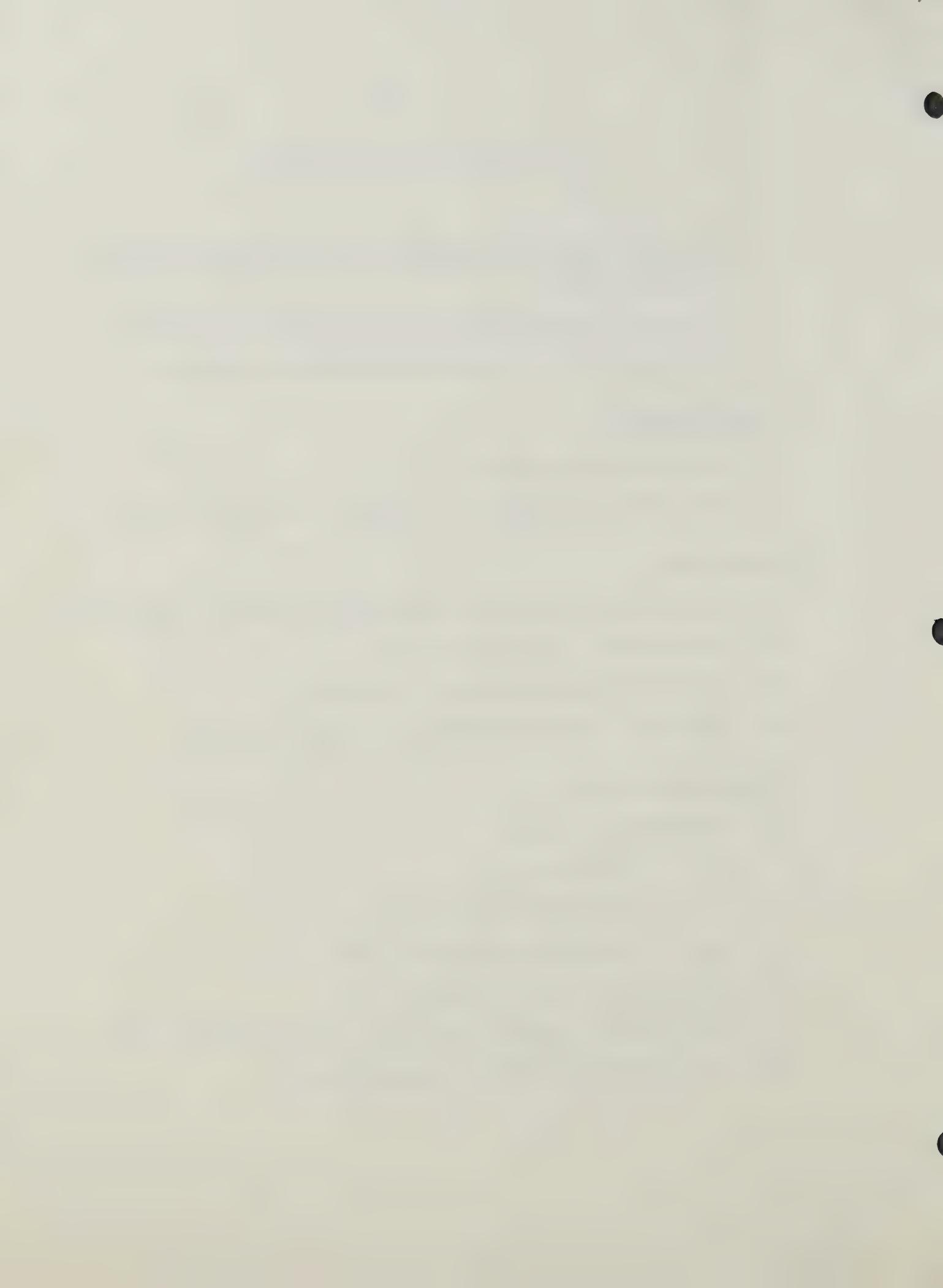
- (a) Contract - Fatigue Uniforms
- (b) Town of Dundas Agreement re Emergency Communication Services

4. OTHER ITEMS

- (a) Association of Professional and Administrative Employees - Salary request
- (b) City Solicitor - Staff leave of absence
- (c) Department Heads and Deputies - 1985 Benefits
- (d) City Clerk - Hamilton Professional Fire Fighters Association

5. INFORMATION ITEMS

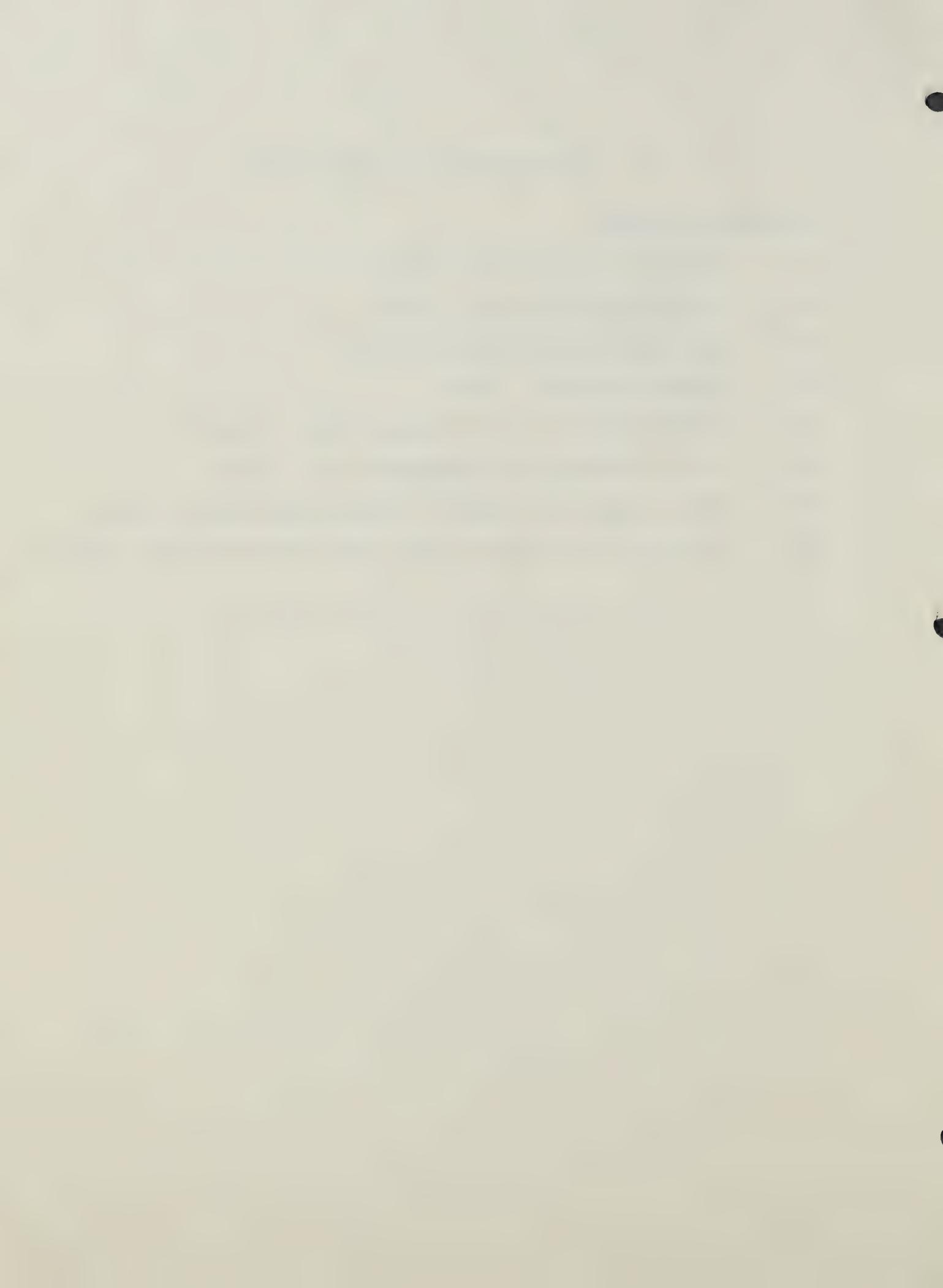
- (a) Hamilton Fire Department:
 - (i) 1984 Annual Report
 - (ii) New Home Inspection Brochure
 - (iii) Provincial Auto Extrication Grant
- (b) City Treasurer - Municipal Action '85 Grant
- (c) Stikeman, Elliott, Barristers & Solicitors - Solicitors, Legal Department
- (d) Chief Administrative Officer - Grievances, Local 5



Personnel Committee Agenda (Cont'd.)

UNFINISHED BUSINESS

- (a) Performance Appraisal Policy - (84-93)
- (b) Qualifications for Promotion - (84-101)
- (c) Use of Video Display Terminals - (85-64)
- (d) Employee recognition - (85-73)
- (e) Supplementary Pension Plan - Members of Council - (85-76)
- (f) Personnel Department - Staffing Requirements - (85-87)
- (g) Region paying portion of salaries - Aldermanic Support Staff - (85-108)
- (h) Chief Administrative Officer - Salary review, Members of Council - (85-111)



E. A. SIMPSON
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THE CORPORATION OF THE CITY OF HAMILTON

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1985 July 18

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NOTICE OF MEETING

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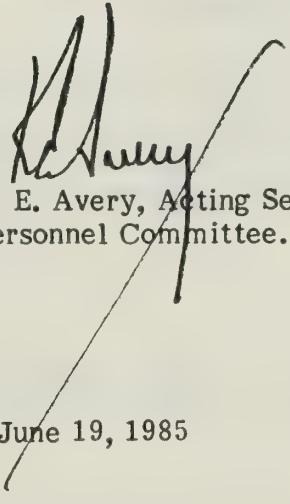
PERSONNEL COMMITTEE

JUL 24 1985

GOVERNMENT DOCUMENTS

Wednesday, July 24, 1985
2:00 o'clock p.m.
Room 233, City Hall

KEA/gk


K. E. Avery, Acting Secretary,
Personnel Committee.

AGENDA

1. Minutes of the meeting held Wednesday, June 19, 1985

*** 2. LEGISLATIVE

- (a) Procedure for selection of Secretary "A" and Receptionist for Aldermen (no copy)
- (b) Salary Study, City Aldermen and Regional Councillors - Chief Administrative Officer

3. PERSONNEL DEPARTMENT

- (a) Occupational Nurse for Personnel Department
- (b) Hamilton Place permanent and part-time staff - 1985 Salary and Wage Increases
- (c) Airport - Classification of Facilities Maintenance Technician
- (d) Contract Settlement between The Carpenters Employer Bargaining Agency and The Ontario Provincial Council, United Brotherhood of Carpenters and Joiners of America, Local 18, Hamilton
- (e) Appointments and Terminations with The Corporation to 1985 July 24
- (f) Trade Centre/Arena staff

Personnel Committee Agenda (Cont'd.)

4. OTHER ITEMS

- (a) Request to transfer 1985 vacation, Treasury Department staff member - City Treasurer
- (b) Change of rates re security of City buildings - Director of Real Estate
- (c) Fire Station No. 7, Quigley Road, additional funds for construction - City Architect

5. INFORMATION ITEMS

- (a) Financial Report of Current Estimates for the period ended May 31, 1985
- (b) Attendance Reports for the period ended June 30, 1985 - Director of Personnel
- (c) Overtime Reports - Director of Personnel

*** **Note:** All Members of City Council are invited to attend this meeting when these Legislative items are dealt with.

UNFINISHED BUSINESS

- (a) Performance Appraisal Policy - (84-93)
- (b) Qualifications for Promotion - (84-101)
- (c) Use of Video Display Terminals - (85-64)
- (d) Employee recognition - (85-73)
- (e) Supplementary Pension Plan - Members of Council - (85-76)
- (f) Personnel Department - Staffing Requirements - (85-87)
- (g) Non-Union Salary Review - Currie, Coopers & Lybrand - (85-124)



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THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1985 September 13

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NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, September 18, 1985

2:00 o'clock p.m.

Room 233, City Hall

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E. A. Simpson
E. A. Simpson, Secretary,

Personnel Committee.

SEP 20 1985

GOVERNMENT DOCUMENTS

A G E N D A

1. Minutes of the meetings held:

- (a) Wednesday July 24, 1985
- (b) Tuesday, August 27, 1985
- (c) Special Joint Meeting with Regional Personnel Committee Tuesday, September 3, 1985

2. PERSONNEL DEPARTMENT

(a) Hamilton Entertainment & Convention Facilities Inc.:

- (i) Classification - position of Box Office Manager
- (ii) Title change - position of Box Office Supervisor

(b) City Architect's Department:

- (i) Classification of position of Assistant Architect
- (ii) Hiring of Architectural Student
- (iii) Deletion of position of Engineer II

(c) Appointments and Terminations with The Corporation to:

- (i) August 12, 1985
- (ii) September 11, 1985

(d) Overtime Reports to:

- (i) July 31, 1985
- (ii) August 31, 1985

Personnel Committee Agenda (Cont'd.)

- (e) Treasury Department - reclassification of position (Purchasing Division)
- (f) Consultant Fees - Peat, Marwick (Central Computer Operation) - City Treasurer
- (g) Corporation Policy - Hiring Procedure

3. FIRE DEPARTMENT

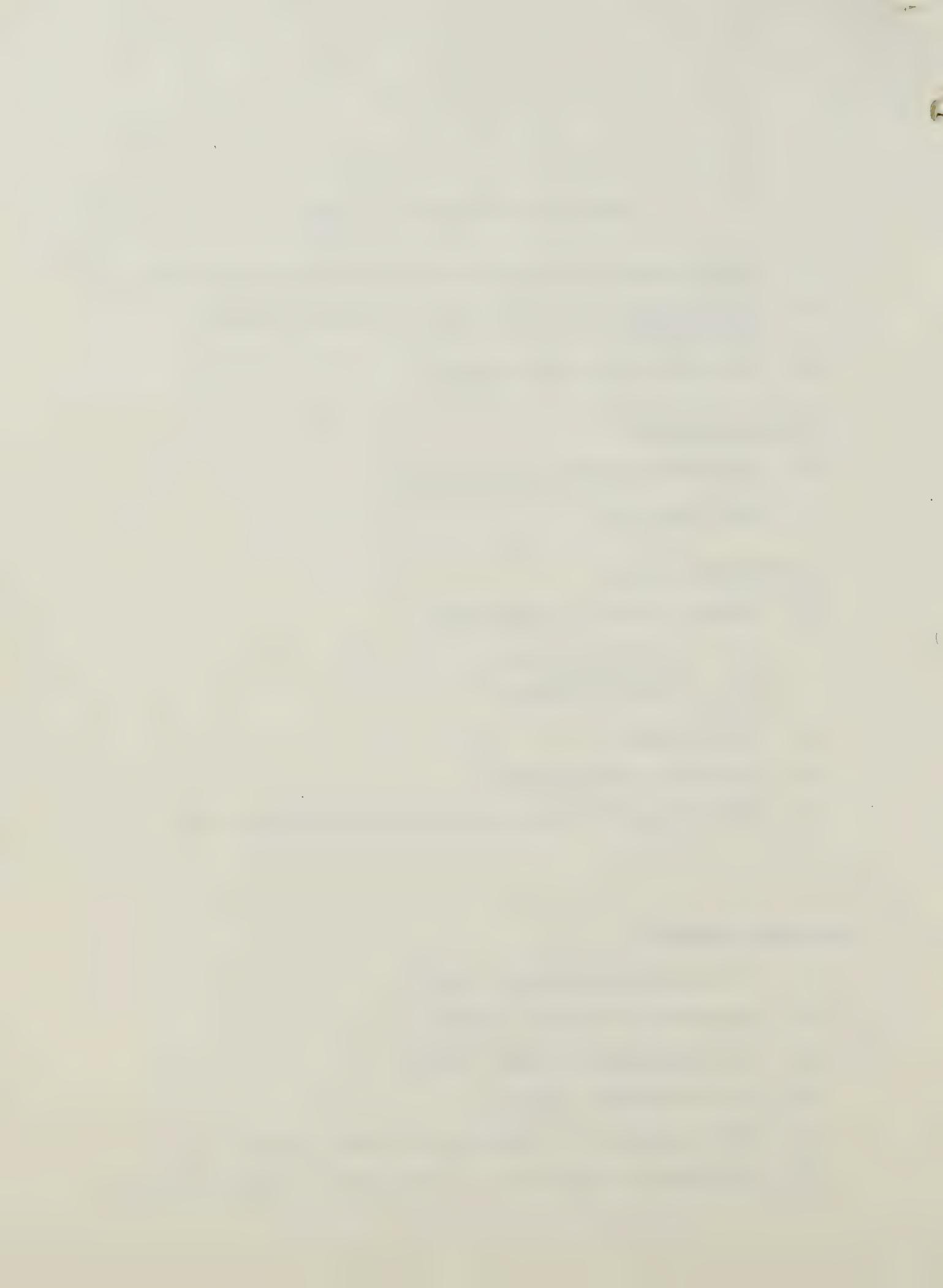
- (a) Safety Officer teaching at Mohawk College
- (b) Loan of equipment

4. INFORMATION ITEMS

- (a) Extension of Dental & Health Benefits:
 - (i) Convention Centre
 - (ii) Hamilton Place
 - (iii) Parking Authority
- (b) Lost Time Report
- (c) Fire Prevention Week activities
- (d) Financial Report of Current Estimates for period ended July 3, 1985

UNFINISHED BUSINESS

- (a) Performance Appraisal Policy - (84-93)
- (b) Qualifications for Promotion - (84-101)
- (c) Use of Video Display Terminals - (85-64)
- (d) Employee recognition - (85-73)
- (e) Personnel Department - Staffing Requirements - (85-87)
- (f) Council Members' Salary Review - Currie, Coopers & Lybrand (85-133)





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THE CORPORATION OF THE CITY OF HAMILTON
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1985 October 18

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, October 23, 1985

2:00 o'clock p.m.

Room 233, City Hall

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GOVERNMENT DOCUMENTS

E. A. Simpson

E. A. Simpson, Secretary,
Personnel Committee.

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AGENDA

1. Minutes of the meeting held Wednesday, September 18, 1985
2. PERSONNEL DEPARTMENT
 - (a) Treasury Department - Engaging Peat, Marwick & Partners re filling of position of Director of Systems and Data Processing.
 - (b) Hamilton Fire Department - Calculation of rates.
 - (c) Lost Time Incident Frequency Rates.
 - (d) Hamilton Entertainment & Convention Facilities Inc.:
 - .. (i) Policy re merit increases
 - .. (ii) Classification of position of Accounting Officer



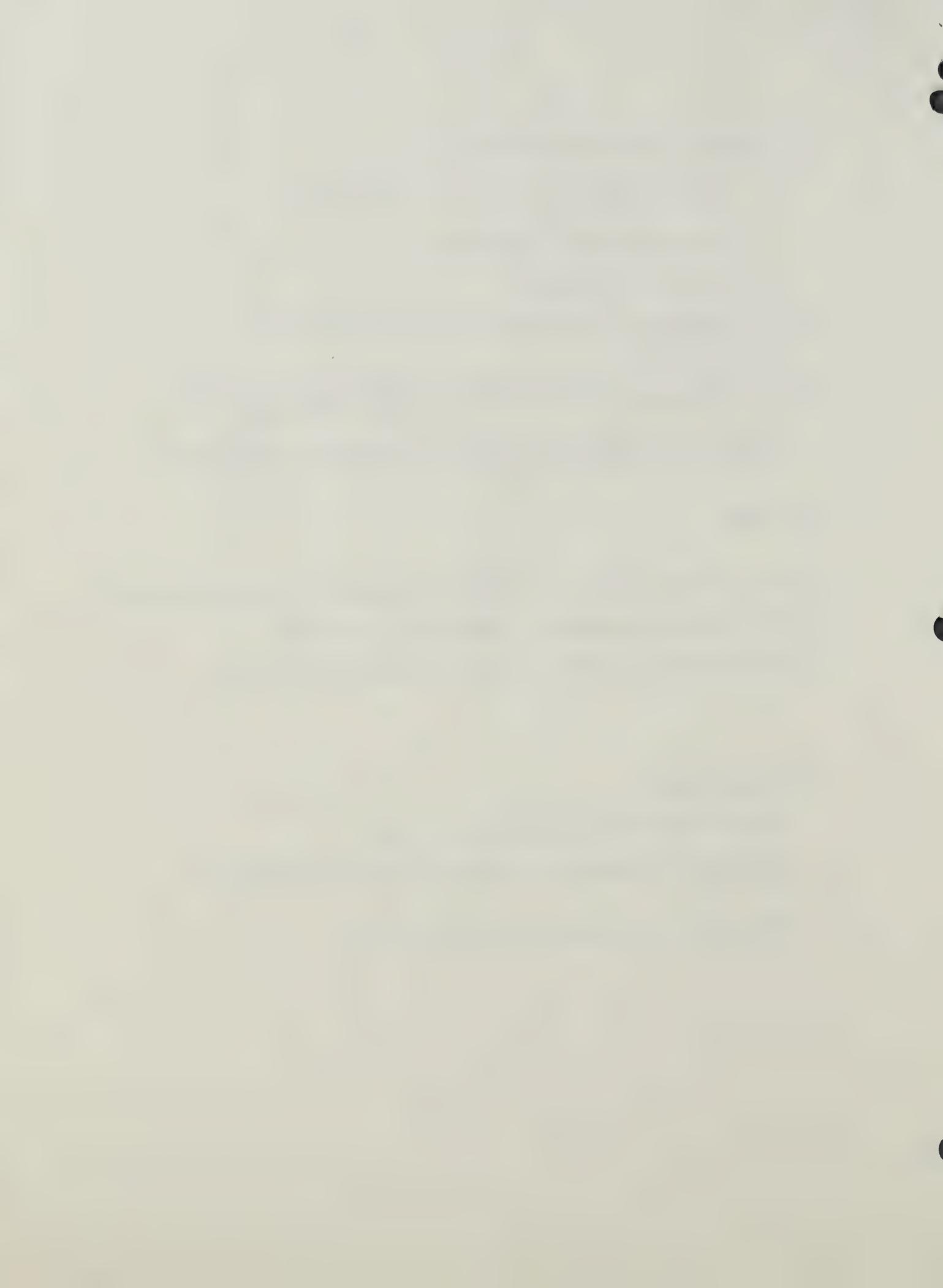
- (e) Culture & Recreation Department:
 - (i) Classification of position of Supervisor of Heritage Services
 - (ii) Equipment Foreman (Repairs)
 - (iii) Monitor - Admissions
- (f) Appointments and Terminations with The Corporation to October 23, 1985
- (g) Memorandum of Agreement between The Corporation of the City of Hamilton and Local 167., C.U.P.E., (Dundurn Castle Unit)
- (h) Memorandum of Agreement between The Corporation of the City of Hamilton and Local 1041, C.U.P.E.

3. OTHER ITEMS

- (a) Hamilton Professional Fire Fighters Association - Payment of account
- (b) Public Works Department: - Staff leave of absence
- (c) Public Works Department - Request to carry over vacation

4. INFORMATION ITEMS

- (a) Overtime Reports as at September 30, 1985
- (b) Breathing Air Compressor - Central Fire Station emergency replacement
- (c) Amalgamation of Personnel Departments - C.A.O.



UNFINISHED BUSINESS

- (a) Performance Appraisal Policy - (84-93)
- (b) Qualifications for Promotion - (84-101)
- (c) Use of Video Display Terminals - (85-64)
- (d) Employee recognition - (85-73)
- (e) Personnel Department - Staffing Requirements - (85-87)
- (f) Council Members' Salary Review - Currie, Coopers & Lybrand -
(85-133)

E. A. SIMPSON
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THE CORPORATION OF THE CITY OF HAMILTON

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1985 November 29

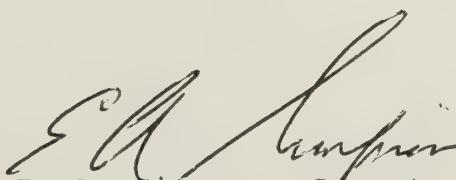
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1985

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, December 4, 1985
2:00 o'clock p.m.
Room 233, City Hall

EAS/gk



E. A. Simpson, Secretary,
Personnel Committee.

AGENDA

1. Minutes of the meeting held Wednesday, October 23, 1985
2. FIRE DEPARTMENT
 - (a) City land adjacent to Training Complex
 - (b) 1986-1990 Capital Budget
3. PERSONNEL DEPARTMENT
 - (a) Memorandums of Agreement:
 - (i) Local 772, The International Union of Operating Engineers
 - (ii) Hamilton Professional Fire Fighters Association
 - (iii) Local 167, Dundurn Castle Unit - Letter of ratification

4. Reclassifications:

- (a) Public Works Department - Claims Manager
- (b) Treasury Department:
 - (i) Unit Record Operator
 - (ii) Taxation Clerk IV

5. Report re Fair Wage Enforcement

6. Appointments and Terminations with The Corporation of the City of Hamilton to:

- (a) November 8, 1985
- (b) November 25, 1985

7. OTHER ITEMS

- (a) Department of Culture & Recreation - Vacation carry-over - A. Pocabene
- (b) City Clerk's Department - Carry-over of vacation - R. Salmon
- (c) Public Works Department - Leave of absence - J. Gattozzi

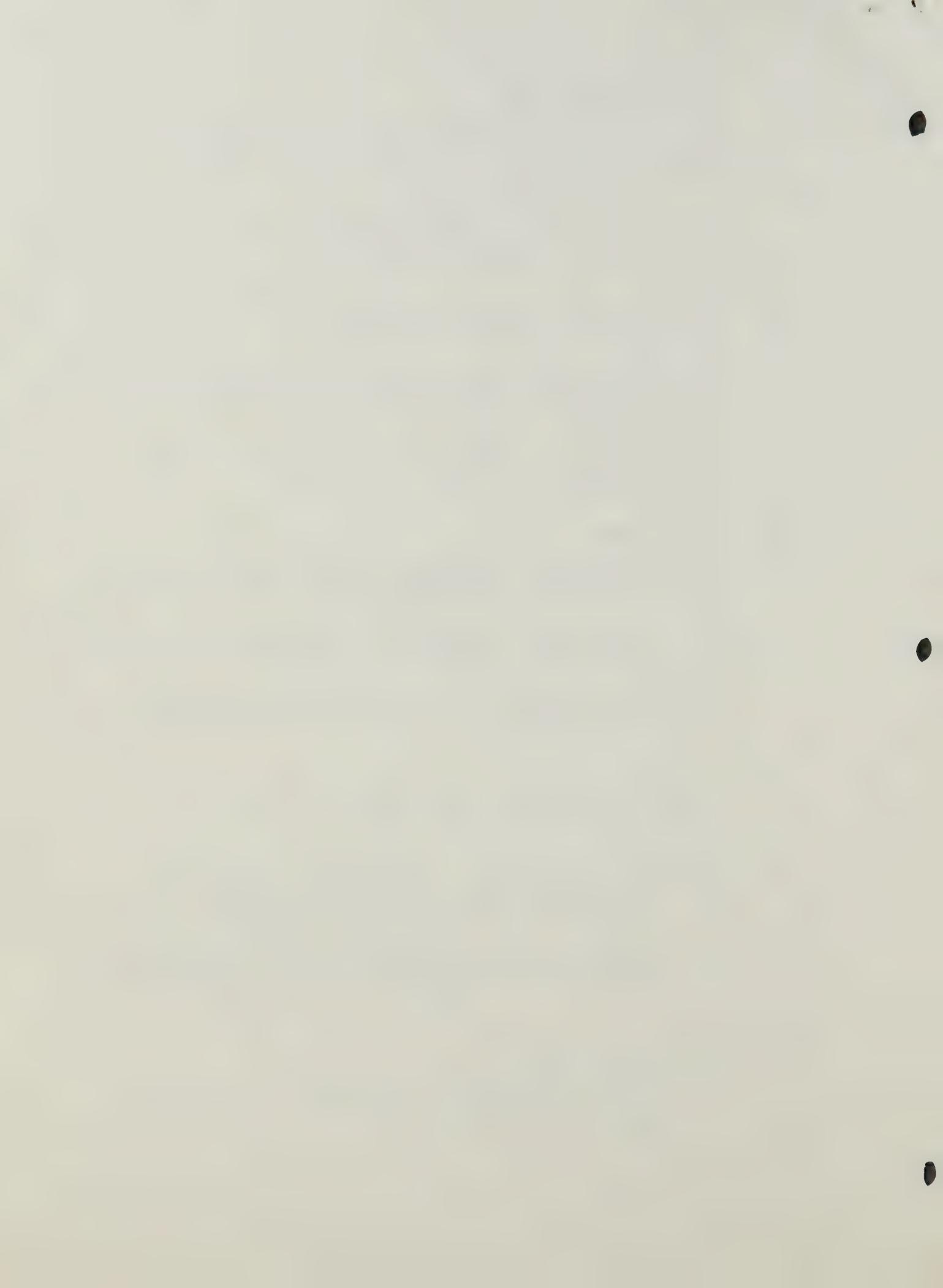
8. Transfer of H.M.R.F. to O.M.E.R.S.

9. Director of Purchasing - Awarding of Contracts:

- (a) Firth Bros. Ltd., & Martin & Levesque Inc. - Purchase of Fire Department Uniform Clothing
- (b) Lorraine Sport Supply Co. Ltd. - Installation of Breathing Air Compressor - Fire Department

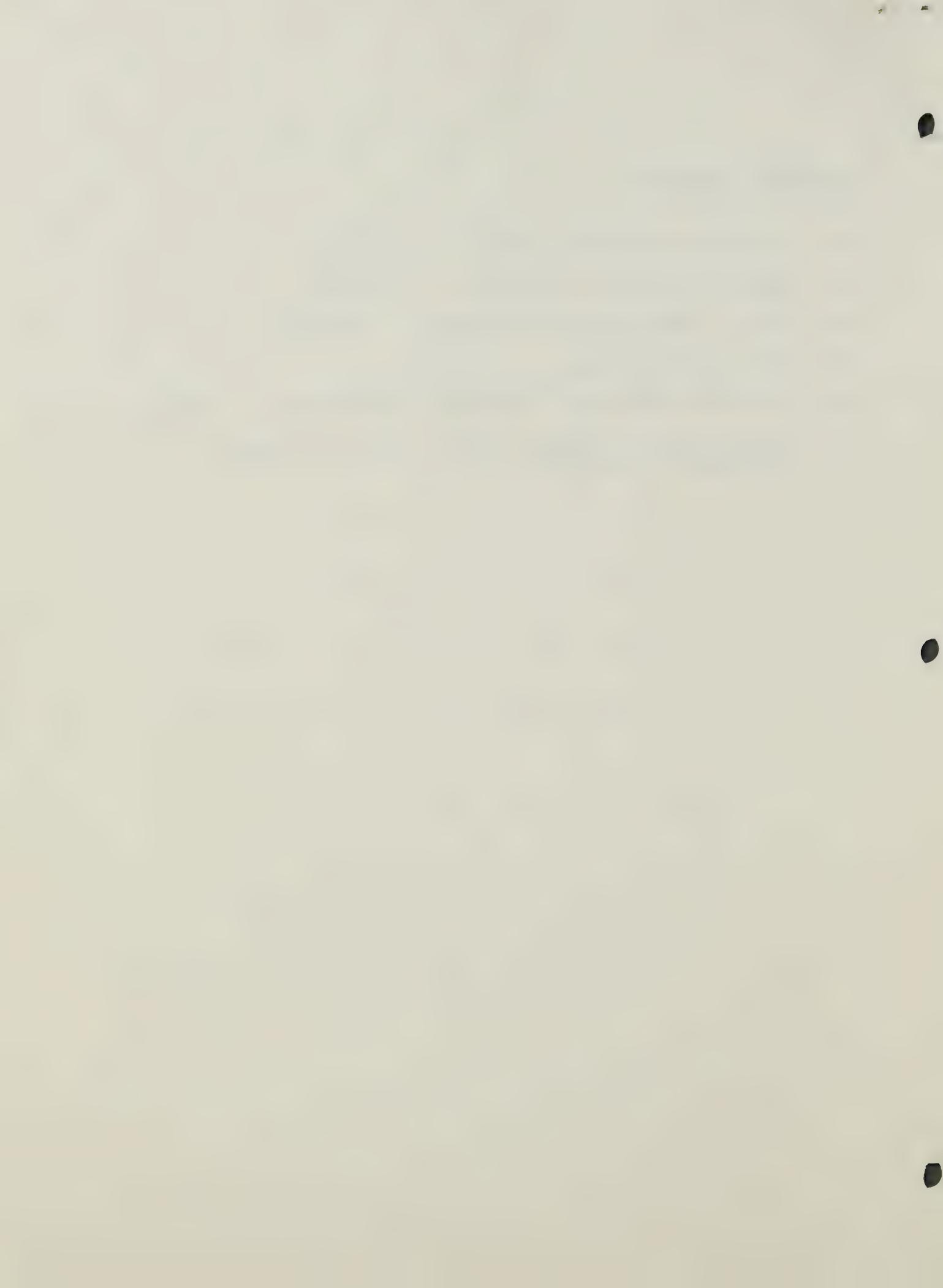
10. INFORMATION ITEM

- (a) Parking Authority - Memorandum of Agreement - Local 167, C.U.P.E.



UNFINISHED BUSINESS

- (a) Performance Appraisal Policy - (84-93)
- (b) Qualifications for Promotion - (84-101)
- (c) Use of Video Display Terminals - (85-64)
- (d) Employee recognition - (85-73)
- (e) Personnel Department - Staffing Requirements - (85-87)
- (f) Council Members' Salary Review - Currie, Coopers & Lybrand - (85-133)



E. A. SIMPSON
CITY CLERK

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THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

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1986 January 17

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, 1986 January 22
9:30 o'clock a.m.
Room 233, City Hall

EAS/gk

E.A. Simpson
E. A. Simpson, Secretary,
Personnel Committee.

AGENDA

1. Minutes of the meeting held Wednesday, 1985 December 4
2. FIRE DEPARTMENT
 - (a) Equipment
3. PERSONNEL DEPARTMENT
 - (a) City Architect's and Community Development Departments
- Reclassifications
 - (b) Building Department - Reclassification of Typist
Cashier II
 - (c) Hamilton Entertainment & Convention Facilities Inc. -
Classification of Box Office Clerk
 - (d) Re-organization of the Accounting, Accounts Payable,
Payroll and Pension and Employee Benefit Sections
 - (e) Appointments and Terminations with The Corporation of
the City of Hamilton to January 13, 1986

Personnel Committee Agenda (Cont'd.)

Page 2

4. OTHER ITEMS

- (a) Alderman B. Hinkley - Mandatory Retirement - (see Information report - Director of Personnel)
- (b) City Solicitor - By-law re transfer H.M.R.F. to O.M.E.R.S.
- (c) Budgets - City Solicitor's, Personnel & Fire Departments
- (d) Director of Purchasing - Drycleaning contract - (Report to follow)

5. INFORMATION ITEMS

- (a) Employment Equity for Persons with Disabilities
- (b) Status of Grievances
- (c) Compulsory retirement at age 65
- (d) Trade Centre/Arena - Listing of employees
- (e) Job Classifications and Rates of Pay - Local 167

UNFINISHED BUSINESS

- (a) Performance Appraisal Policy - (84-93)
- (b) Qualifications for Promotion - (84-101)
- (c) Use of Video Display Terminals - (85-64)
- (d) Employee recognition - (85-73)
- (e) Personnel Department - Staffing Requirements - (85-87)

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DEPUTY CITY CLERK



CITY HALL
HAMILTON, ONTARIO
L8N 3T4

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

FEB 18 1986

1986 February 14

NOTICE OF MEETING

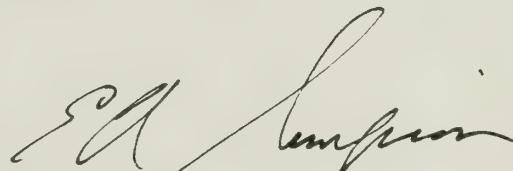
PERSONNEL COMMITTEE

Wednesday, 1986 February 19

9:30 o'clock a.m.

Room 233, City Hall

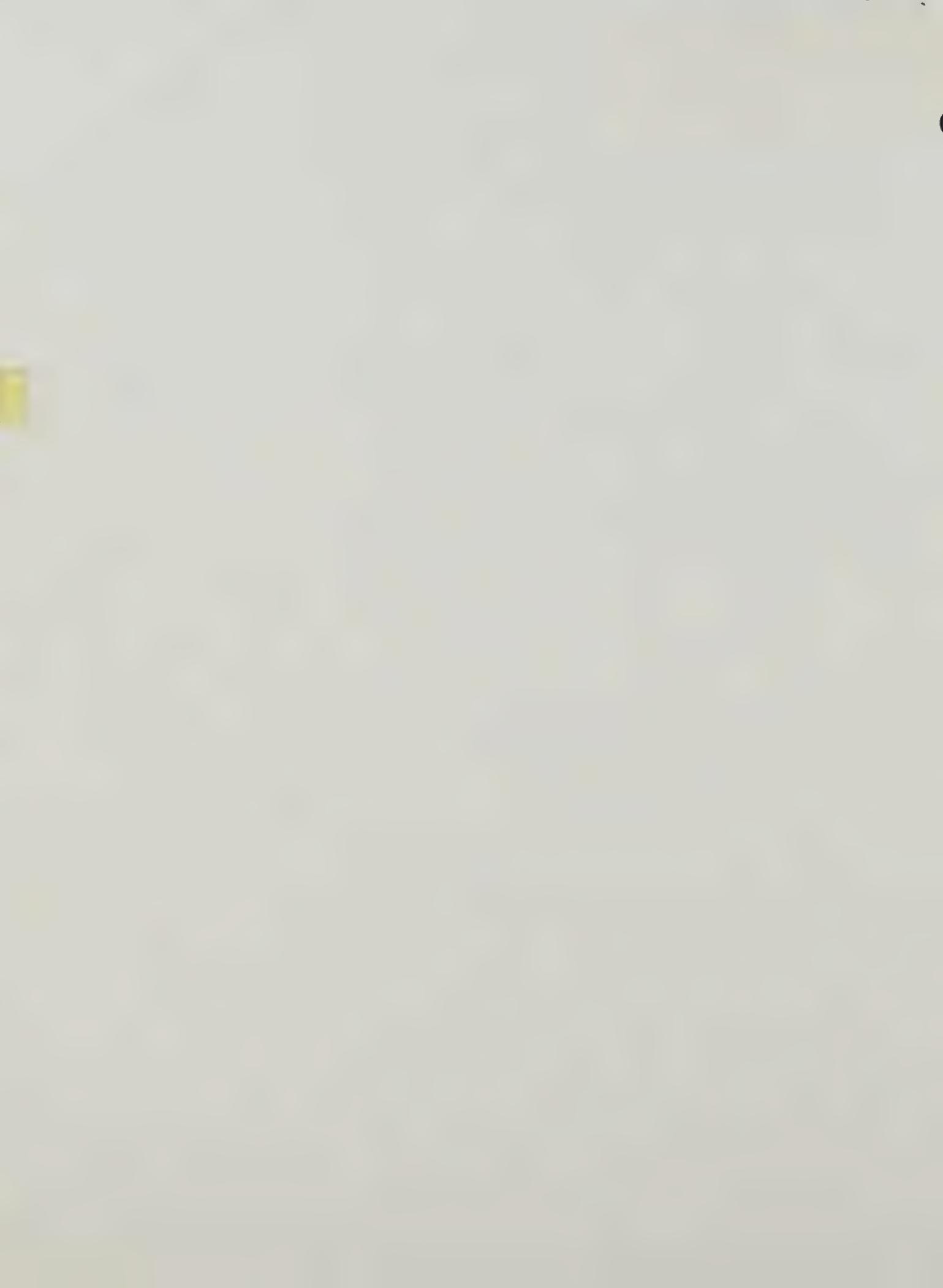
EAS/gk



E. A. Simpson, Secretary,
Personnel Committee.

AGENDA

1. Minutes of the meeting held Wednesday, 1986 January 22
2. FIRE DEPARTMENT
 - (a) Purchasing services - Burlington Fire Department - Beach Strip
3. PERSONNEL DEPARTMENT
 - (a) National Elevator and Escalator Association and International Union of Elevator Constructors - Fair Wage Increase
 - (b) City Clerk's Department - Reclassification of Mrs. E. Gallagher, Information Clerk
 - (c) Buy-Back of Past Service
 - (d) Appointments and Terminations with The Corporation of the City of Hamilton to February 12, 1986
 - (e) Change in retirement date for Director of Personnel



Personnel Committee Agenda (Cont'd.)

Page 2

4. OTHER ITEMS

- (a) Dry Cleaning contract for Fire Department - Director of Purchasing
- (b) Request for leave of absence - Public Works Department

5. INFORMATION ITEMS

- (a) Voluntary and confidential physical assessment of Fire Department personnel - Chief of Fire Department
- (b) Gift Fund Policy - Director of Personnel
- (c) Overtime Reports - Director of Personnel

UNFINISHED BUSINESS

- (a) Performance Appraisal Policy - (84-93)
- (b) Qualifications for Promotion - (84-101)
- (c) Use of Video Display Terminals - (85-64)
- (d) Employee recognition - (85-73)
- (e) Personnel Department - Staffing Requirements - (85-87)





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E. A. SIMPSON
CITY CLERK
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1986 March 14

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, 1986 March 19

9:30 o'clock a.m.

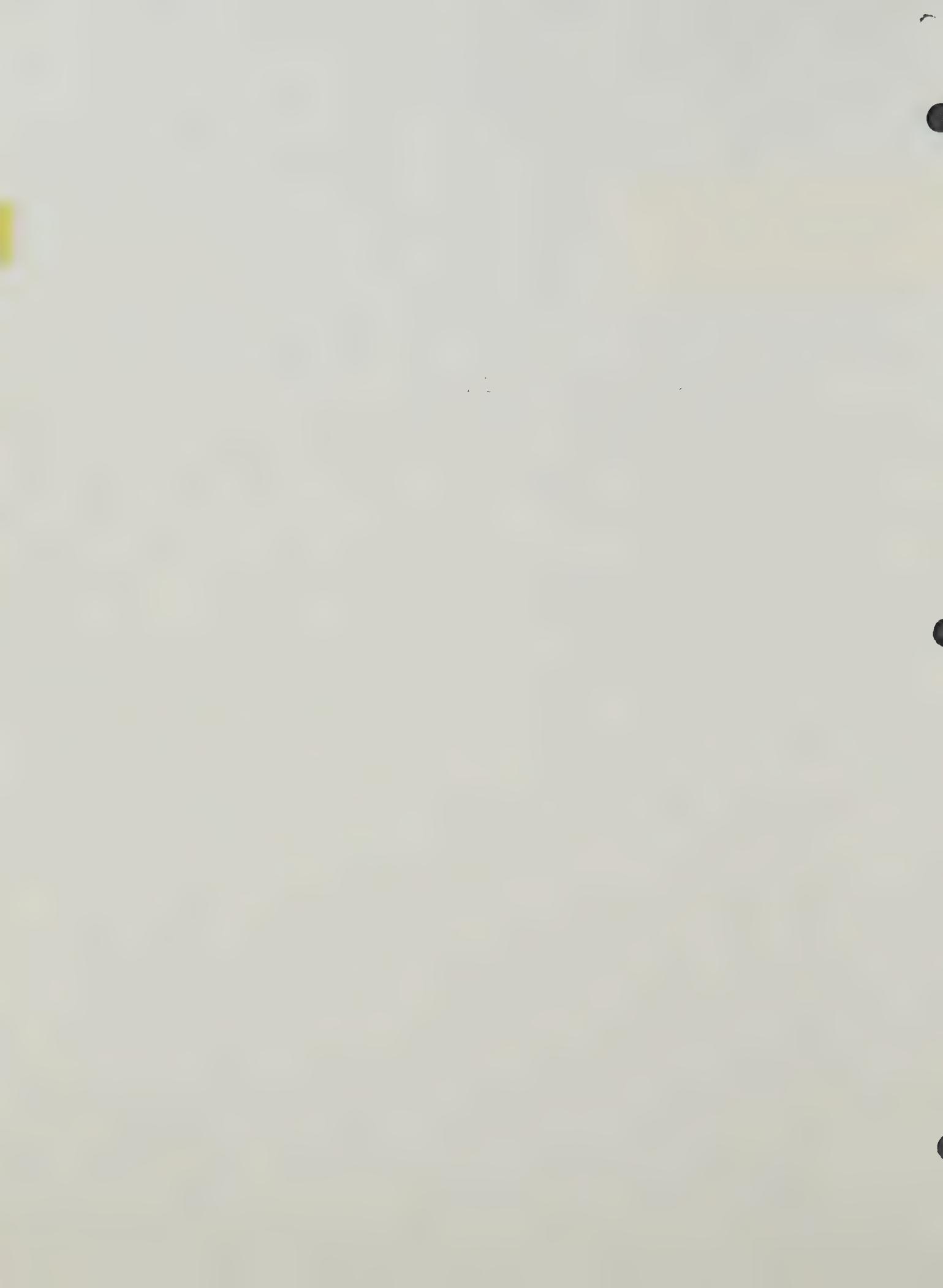
Room 233, City Hall

KEA/gk

K. E. Avery
K. E. Avery, Acting Secretary,
Personnel Committee.

AGENDA

1. Minutes of the meeting held Wednesday, 1986 February 19
2. FIRE DEPARTMENT
 - (a) Dry Cleaning contract - (Referred back by City Council)
3. PERSONNEL DEPARTMENT
 - (a) Rates of pay - Students-at-Law - City Solicitor's Department
 - (b) Department of Culture and Recreation - Reclassification of Unit Supervisor
 - (c) Status of Grievances - Various Unions
 - (d) Monthly Overtime Reports - May to December 1985
 - (e) Appointments and Terminations with The Corporation of the City of Hamilton to:
 - (i) February 24, 1986
 - (ii) March 11, 1986



Personnel Committee Agenda (Cont'd.)

Page 2

4. OTHER ITEMS

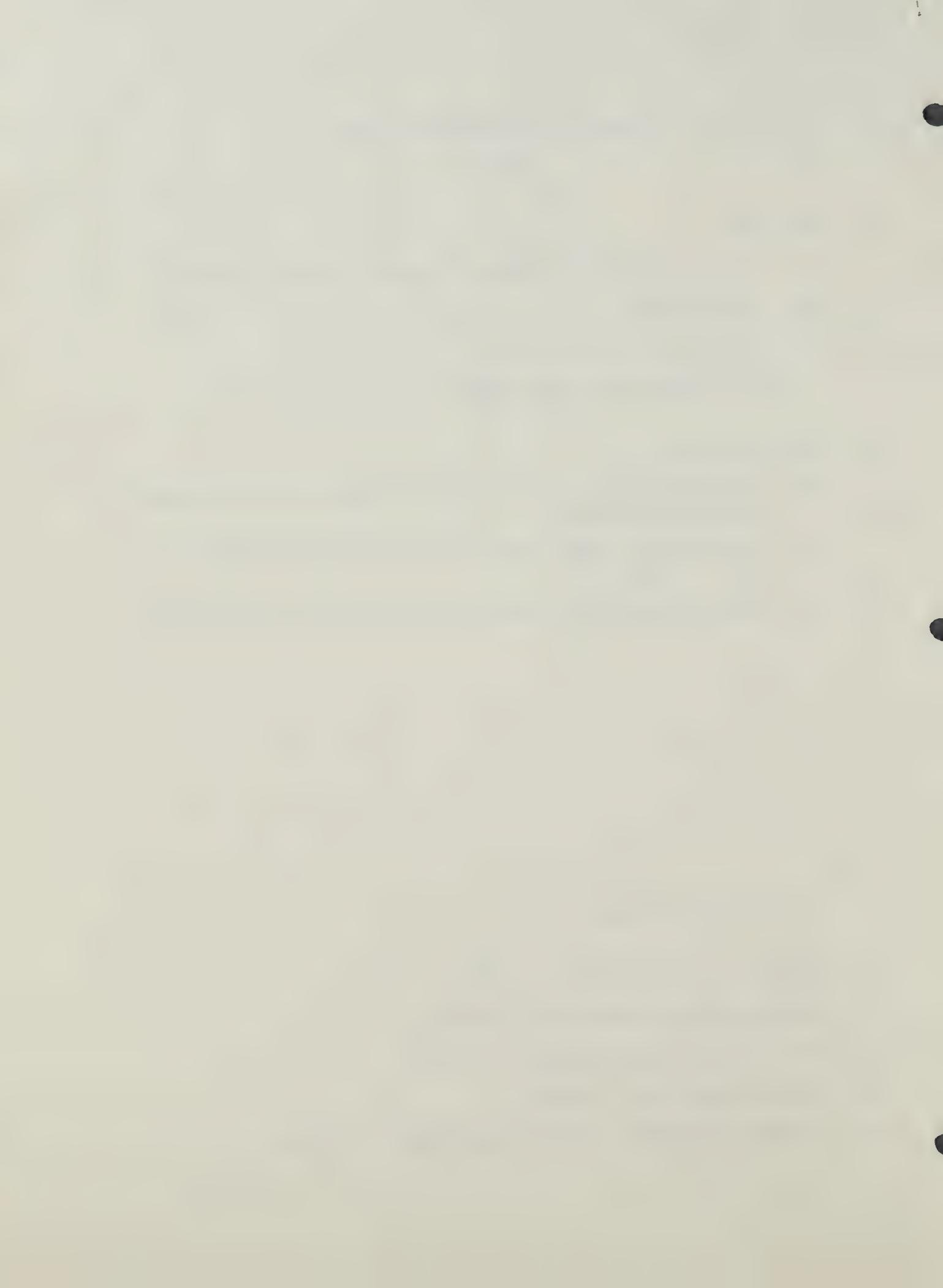
- (a) French Sub-Committee - French Bilingual Services, City Hall
- (b) City Treasurer:
 - (i) 1986 Current Budget
 - (ii) 1986-1990 Capital Budget

5. INFORMATION ITEMS

- (a) Fire Chief - Purchasing services of Burlington Fire Department - Association agreement
- (b) Teresa Kellner - Appointment to Property Standards Committee, Town of Flamborough
- (c) French Sub-Committee - Summary Report, Council & Bilingualism

UNFINISHED BUSINESS

- (a) Performace Appraisal Policy - (84-93)
- (b) Qualifications for Promotion - (84-101)
- (c) Use of Video Display Terminals - (85-64)
- (d) Employee recognition - (85-73)
- (e) Personnel Department - Staffing Requirements - (85-87)





THE CORPORATION OF THE CITY OF HAMILTON

City Hall, 71 Main Street West, Hamilton, Ontario L8N 3T4

2nd floor

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1986

1986 April 18

NOTICE OF MEETING

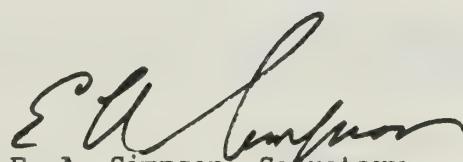
PERSONNEL COMMITTEE

Wednesday, 1986 April 23

9:30 o'clock a.m.

Room 233, City Hall

EAS/gk


E. A. Simpson, Secretary,
Personnel Committee.

AGENDA

1. Minutes of meeting held Wednesday, 1986 April 2
2. Mr. J. Zippilli - Fire regulations - Flea Market
3. FIRE DEPARTMENT
 - (a) East Mountain Fire Station
4. HUMAN RESOURCES CENTRE
 - (a) Pay Equity
 - (b) Department of Culture & Recreation - Reclassification of Unit Supervisor (8 positions)
 - (c) Fire Department - Reclassification of the following positions:
 - (i) Records Clerk
 - (ii) Stenographer II
 - (iii) Stenographer III

Personnel Committee Agenda

Page 2

- (d) Sick Leave Gratuity - Lt. K. Braid, Fire Department
- (e) Reclassifications - Staff - Human Resources Centre
- (f) Appointments and Terminations with the Corporation of the City of Hamilton to 1986 April 15
- (g) City Solicitor - Appointment of Senior Legal Advisor

5. OTHER ITEMS

- (a) Stikeman, Elliott - Reclassification - Solicitors, Legal Department

6. INFORMATION ITEMS

- (a) Chief Administrative Officer - Overtime
- (b) Hamilton Professional Fire Fighters Association - 1984 Collective Agreement

UNFINISHED BUSINESS

- (a) Performance Appraisal Policy - (84-93)
- (b) Qualifications for Promotion - (84-101)
- (c) Use of Video Display Terminals - (85-64)
- (d) Employee recognition - (85-73)

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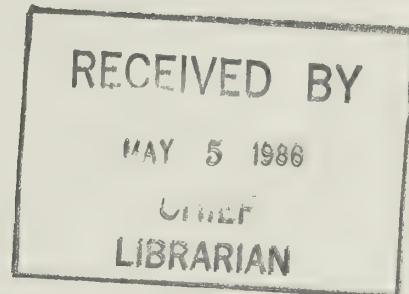
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1986 May 02

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, 1986 May 07
9:30 o'clock a.m.
Room 233, City Hall



EAS/gk

E. A. Simpson,
E. A. Simpson, Secretary,
Personnel Committee.

AGENDA

1. Minutes of meeting held Wednesday, 1986 April 23
2. HUMAN RESOURCES CENTRE
 - (a) Reclassification of staff (City) - Human Resources Centre
 - (b) Fire Department - Reclassification of the following positions:
 - (i) Records Clerk
 - (ii) Stenographer II
 - (iii) Stenographer III
 - (c) Department of Culture & Recreation - Reclassification of Unit Supervisor (8 positions)
 - (d) City Clerk's Department - Establishment of the position of Market Clerk (Hamilton Farmers' Market)
 - (e) Appointments and Terminations with The Corporation of the City of Hamilton to 1986 April 30

Personnel Committee Agenda (cont'd.)

Page 2

3. OTHER ITEMS

(a) The Coopers & Lybrand Consulting Group - Payment of account

UNFINISHED BUSINESS

(a) Performance Appraisal Policy - (84-93)
(b) Qualifications for Promotion - (84-101)
(c) Use of Video Display Terminals - (85-64)
(d) Employee recognition - (85-73)

E. A. SIMPSON
CITY CLERK

K. E. AVERY
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THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1986 June 13

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, 1986 June 18

9:00 o'clock a.m.

Room 233, City Hall



E. A. Simpson, Secretary,
Personnel Committee.

HAMILTON

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AGENDA

1. Minutes of meeting held Wednesday, 1986 May 21
2. HUMAN RESOURCES CENTRE
 - (a) Department of Culture & Recreation:
 - (i) Classification of position of Research & Co-ordinating Officer
 - (ii) Reclassification of positions of part-time Red Cross Instructors & part-time Swimming Pool Safety Assistants
 - (b) Department of Public Works - Establishment of position of Secretary "A"
 - (c) Traffic Department - Reclassification of position of By-law Administrator
 - (d) City Clerk's Department - Establishment of position of Stenographer "D" - Mayor's Office
 - (e) City Solicitor's Department - Request for reclassification - Mr. P. M. Eker



Personnel Committee Agenda (Cont'd.)

Page 2

- (f) Human Resources Centre - Classification of position of Labour Relations Officer
- (g) City/Regional Employee Transfers
- (h) Appointments and Terminations with The Corporation of the City of Hamilton to 1986 June 9

3. OTHER ITEMS

- (a) Association of Professional and Administrative Employees - 1985/86 Salary Levels
- (b) Alderman D. Christopherson - Hiring of Students for Summer Months
- (c) City of Etobicoke - Arbitration Award
- (d) Policy re Employment - (Discussion re interpretation)

4. INFORMATION ITEMS

- (a) 1985/86 Collective Bargaining Agreement between The Corporation of the City of Hamilton and the Hamilton Professional Firefighters' Association
- (b) Mr. Douglas Allan - Ontario Human Rights Commission complaint of discrimination
- (c) Mr. Raymond Vella - Application for registration as Real Estate Salesman
- (d) Draft Agreement - City of Burlington Fire Department Tanker to respond to fire calls on Beach Strip

5. FIRE DEPARTMENT

- (a) Proposed City of Hamilton Smoke Alarm By-law
- (b) Resolution regarding revisions to the Ontario Fire Code

UNFINISHED BUSINESS

- (a) Performance Appraisal Policy - (84-93)
- (b) Qualifications for Promotion - (84-101)
- (c) Use of Video Display Terminals - (85-64)
- (d) Employee recognition - (85-73)

E. A. SIMPSON
CITY CLERK

K. E. AVERY
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THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1986 July 11

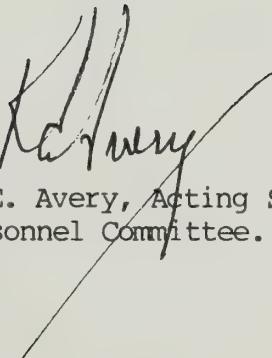
NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, 1986 July 16

9:00 o'clock a.m.

Room 233, City Hall


K. E. Avery, Acting Secretary,
Personnel Committee.

KEA/gk

AGENDA

1. Minutes of meetings held:

- (a) Wednesday, 1986 June 18
- (b) Tuesday, 1986 June 24

2. HUMAN RESOURCES CENTRE

(a) Reclassifications:

- (i) Solicitors - City Solicitor's Department
- (ii) General Assistant, Children's Museum - Culture & Recreation Department
- (iii) Human Resources Centre (City Division)
- (iv) Status Report

(b) Classification of Research and Co-ordinating Officer - Culture & Recreation Department (86-101)

(c) Establishment of position of Sports Co-ordinator - Culture & Recreation Department

Personnel Committee Agenda (Cont'd.)

Page 2

- (d) Appointments & Terminations with The Corporation of the City of Hamilton to 1986 July 7
- (e) Payment of Account - Coopers & Lybrand Consulting Group

3. FIRE DEPARTMENT

- (a) Land acquisition - Stone Church Road & Upper Wellington Street
- (b) Purchase of vehicle
- (c) Dry Cleaning Contract

4. OTHER ITEMS

- (a) Leave of absence without pay - Public Works Department
- (b) Policy re employment - Discussion re interpretation (86-109)
- (c) Temporary replacement of Title Searcher - City Solicitor's Department

UNFINISHED BUSINESS

- (a) Performance Appraisal Policy - (84-93)
- (b) Qualifications for Promotion - (84-101)
- (c) Use of Video Display Terminals - (85-64)
- (d) Employee recognition - (85-73)
- (e) Review of policy for unemployed - Summer employment - (86-107)
- (f) Application for registration as Real Estate Salesman - Raymond Vella - (86-112)
- (g) Complaint of discrimination by former City employee - Ontario Human Rights Commission - (86-114)

E. A. SIMPSON
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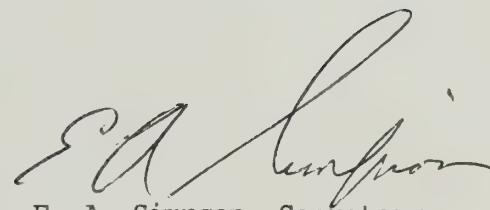
1986 August 15

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, 1986 August 20
9:00 o'clock a.m.
Room 233, City Hall

EAS/gk



E. A. Simpson, Secretary

AGENDA

1. Minutes of meeting held Wednesday, 1986 July 16
2. HUMAN RESOURCES CENTRE
 - (a) Real Estate Department - Reclassification of Non-Union positions
 - (b) Culture & Recreation Department:
 - (i) Reclassification of position of General Assistant, Children's Museum
 - (ii) Establishment of position of Sports Co-ordinator
 - (iii) Classification of position of Research & Co-ordinating Officer
 - (iv) Establishment of position of Maintenance & Inventory Clerk
 - (v) Establishment of position of Special Services Co-ordinator

Personnel Committee Agenda (Cont'd.)

Page 2

- (c) Public Works Department - Extension of service - M. Arnold
- (d) City Clerk's Department - Vacation Carry-over - Mrs. S. K. Reeder
- (e) Summer Employment Policy
- (f) Application for registration as Real Estate Salesman - Raymond Vella
- (g) Appointments and Terminations with The Corporation of the City of Hamilton to 1986 August 7

3. FIRE DEPARTMENT

- (a) Additional funds required to purchase pump truck for fire station being located at Limeridge Road & Upper Ottawa Street

4. OTHER ITEMS

- (a) Policy re employment - Discussion re interpretation

5. INFORMATION ITEMS

- (a) Reclassification Requests - Non-Union Staff
- (b) Employment Equity for Persons with Disabilities

UNFINISHED BUSINESS

- (a) Performance Appraisal Policy - (84-93)
- (b) Qualifications for Promotion - (84-101)
- (c) Use of Video Display Terminals - (85-64)
- (d) Employee recognition - (85-73)
- (e) Invoice - Coopers & Lybrand Consulting Group - (86-131)

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THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1986 September 12

NOTICE OF MEETING

PERSONNEL COMMITTEE

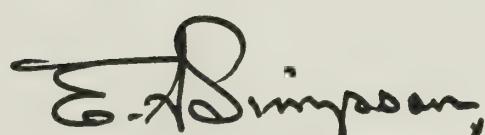
Wednesday, 1986 September 17

9:00 o'clock a.m.

Room 233, City Hall

HAMILTON PUBLIC LIBRARY

GOVERNMENT DOCUMENTS



E. A. Simpson,
E. A. Simpson, Secretary

EAS/gk

AGENDA

1. Minutes of meeting held Wednesday, 1986 August 20
2. FIRE DEPARTMENT
 - (a) 5-Year Capital Budget
3. HAMILTON EXECUTIVE ASSOCIATION
 - (a) Salaries
4. HUMAN RESOURCES CENTRE
 - (a) Reclassification of positions in City Clerk's Department:
 - (i) Executive Secretary to the Mayor
 - (ii) Market Manager, Hamilton Farmers' Market
 - (b) Reclassifications - Real Estate Department
 - (c) Reclassifications - Human Resources Centre

Personnel Committee Agenda, Cont'd.)

Page 2

- (d) Appointments and Terminations with The Corporation of the City of Hamilton to 1986 September 5
- (e) Mr. Mike Cosentino - re Licence Inspector
- (f) The Ontario Painting Contractors Association and The Ontario Council of the International Brotherhood of Painters and Allied Trades - Approval of rates
- (g) Youth Employment Incentive Program - "Futures"

5. OTHER ITEMS

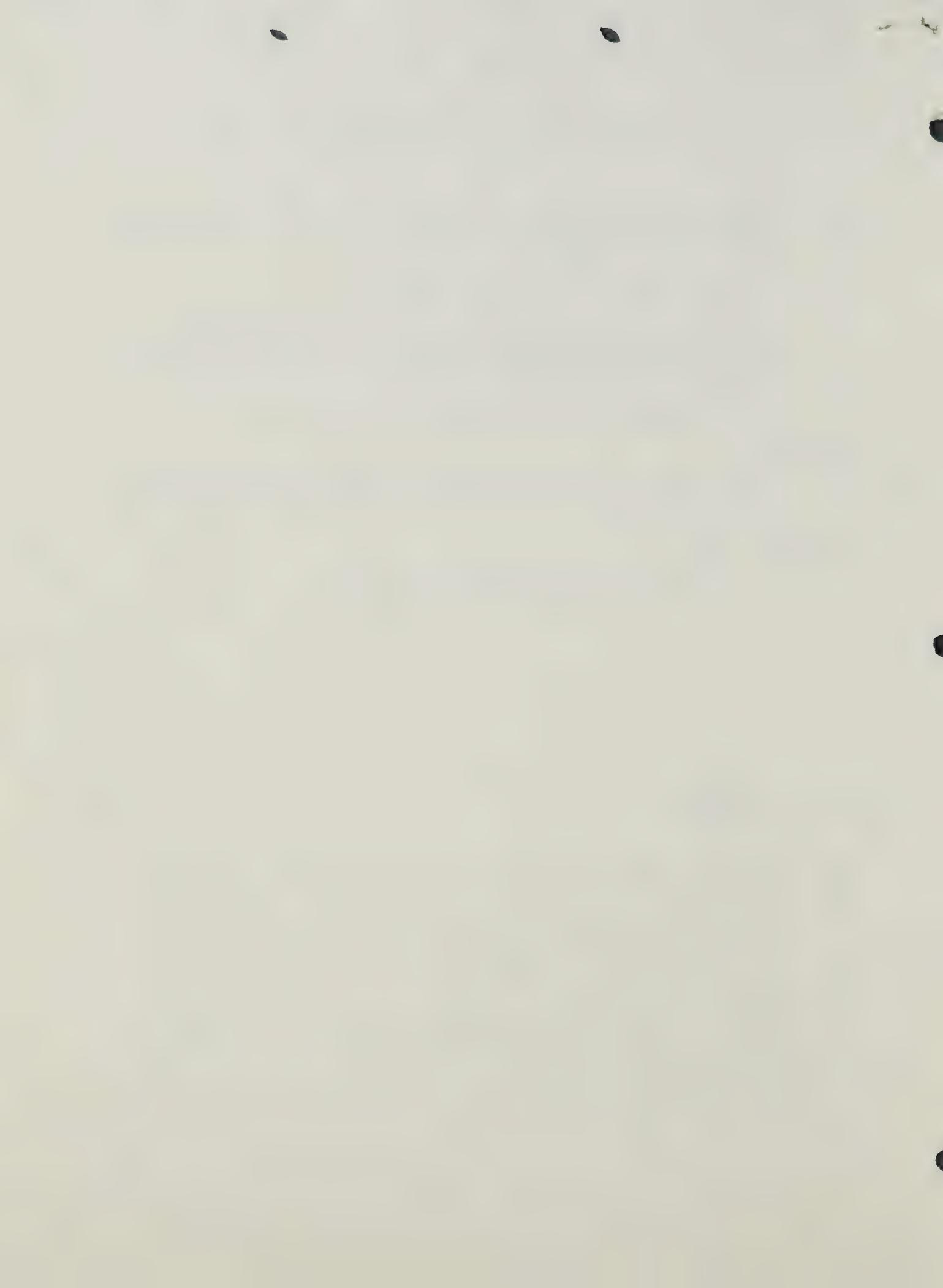
- (a) Policy re employment - Discussion re interpretation (Referred back by City Council)

6. INFORMATION ITEM

- (a) Reclassification requests by Non-Union Staff

UNFINISHED BUSINESS

- (a) Performance Appraisal Policy - (84-93)
- (b) Qualifications for Promotion - (84-101)
- (c) Use of Video Display Terminals - (85-64)
- (d) Employee recognition - (85-73)
- (e) Invoice - Coopers & Lybrand Consulting Group - (86-131)
- (f) Summer Employment Policy - (86-138)





E. A. SIMPSON
CITY CLERK

K. E. AVERY
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THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1986 October 3

NOTICE OF MEETING

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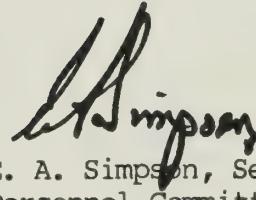
PERSONNEL COMMITTEE

OCT 10 1986

Wednesday, 1986 October 8
9:00 o'clock a.m.
Room 233, City Hall

ATTENT DOCUMENT

EAS/gk


E. A. Simpson, Secretary
Personnel Committee

AGENDA

1. Minutes of meeting held Wednesday, 1986 September 17
2. FIRE DEPARTMENT
 - (a) Supply and delivery of Triple Combination Pumper
3. HUMAN RESOURCES CENTRE
 - (a) Establishment of position of Support Services Technician ,
Information Systems Division, Treasury Department
 - (b) Appointments and Terminations with The Corporation of the City
of Hamilton to 1986 September 29
 - (c) Mr. Mike Cosentino - re Licence Inspector
 - (d) Request for reclassification - Traffic Department

Personnel Committee Agenda (Cont'd.)

Page 2

4. INFORMATION ITEMS

- (a) Employee Assistance Program - Annual Report
- (b) H.M.R.F. Transfer to O.M.E.R.S.
- (c) Letter re appointment of Secretary "A", Traffic Department -
Tina Bodden
- (d) Meeting with Salary Review Panel

UNFINISHED BUSINESS

- (a) Performance Appraisal Policy - (84-93)
- (b) Qualifications for Promotion - (84-101)
- (c) Use of Video Display Terminals - (85-64)
- (d) Employee recognition - (85-73)
- (e) Invoice - Coopers & Lybrand Consulting Group - (86-131)
- (f) Summer Employment Policy - (86-138)

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THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1986 October 17

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, 1986 October 22

9:00 o'clock a.m.

Room 233, City Hall

E. A. Simpson
E. A. Simpson, Secretary,
Personnel Committee.

EAS/gk

AGENDA

1. Minutes of meeting held Wednesday, 1986 October 8
2. Hamilton Professional Fire Fighters Association - Transfer of fire fighters to Airport Division
3. HUMAN RESOURCES CENTRE
 - (a) Ontario Glazier Institutional Commercial and Industrial Agreement between Architectural Glass and Metal Contractors Association and the International Brotherhood of Painters and Allied Trades and the Ontario Council of the International Brotherhood of Painters and Allied Trades
 - (b) Appointments and Terminations with The Corporation of the City of Hamilton to 1986 October 14
4. INFORMATION ITEMS
 - (a) Mr. Mike Cosentino - re Licence Inspector
 - (b) Requests for reclassifications:
 - (i) Traffic Department
 - (ii) Building Department
 - (c) Correspondence re appointment of Secretary "A", Traffic Department

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GOVERNMENT DOCUMENTS

Personnel Committee Agenda (Cont'd.)

Page 2

UNFINISHED BUSINESS

(a)	Performance Appraisal Policy	- (84-93)
(b)	Qualifications for Promotion	- (84-101)
(c)	Use of Video Display Terminals	- (85-64)
(d)	Employee recognition	- (85-73)
(e)	Invoice - Coopers & Lybrand Consulting Group	- (86-131)
(f)	Summer Employment Policy	- (86-138)

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1986 October 31

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NOTICE OF MEETING

GOVERNMENT DOCUMENTS

PERSONNEL COMMITTEE

Wednesday, 1986 November 5
9:00 o'clock a.m.
Room 233, City Hall

E. A. Simpson, Secretary,
Personnel Committee.

EAS/gk

AGENDA

1. Minutes of meetings held:

- (a) Monday, 1986 October 20
- (b) Wednesday, 1986 October 22

2. HUMAN RESOURCES CENTRE

- (a) Appointments and Terminations with The Corporation of the City of Hamilton to 1986 October 24
- (b) Mr. Mike Cosentino - re Licence Inspector

3. INFORMATION ITEMS

- (a) Employee Assistance Programme Agreement for the period September 1, 1986 through August 31, 1987
- (b) Job Reclassification - Mr. R. Butterworth
- (c) Youth Employment Programme - "FUTURES"
- (d) Outstanding Local 5 Grievances

Personnel Committee Agenda (Cont'd.)

Page 2

UNFINISHED BUSINESS

(a)	Performance Appraisal Policy	- (84-93)
(b)	Qualifications for Promotion	- (84-101)
(c)	Use of Video Display Terminals	- (85-64)
(d)	Employee recognition	- (85-73)
(e)	Invoice - Coopers & Lybrand Consulting Group	- (86-131)
(f)	Summer Employment Policy	- (86-138)

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E. A. SIMPSON
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THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1986 November 14

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GOVERNMENT DOCUMENTS

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, 1986 November 19
9:00 o'clock a.m.
Room 233, City Hall

EAS/gk

E. A. Simpson, Secretary,
Personnel Committee.

AGENDA

1. Minutes of meeting held Wednesday, 1986 November 5
2. 9:30 a.m. - 1987 Budget
3. HUMAN RESOURCES CENTRE
 - (a) (i) Establishment of the position of Accounting Clerk, Central Garage Division, Public Works Department
 - (ii) Re-titling of position of "Junior Cost and Inventory Clerk" to "Assistant Automotive Parts and Inventory Clerk"
- (b) Reclassification of position of Stenographer I, Treasury Department - Management Information Systems Division
- (c) Reclassification of position of Junior Traffic Technician, Traffic Department
- (d) Appointments and Terminations with The Corporation of the City of Hamilton to 1986 November 7

Personnel Committee Agenda (Cont'd.)

Page 2

4. OTHER ITEMS

- (a) Salary Review Panel - Expenses
- (b) Mr. Mike Cosentino - re Licence Inspector

UNFINISHED BUSINESS

- (a) Performance Appraisal Policy - (84-93)
- (b) Qualifications for Promotion - (84-101)
- (c) Use of Video Display Terminals - (85-64)
- (d) Employee recognition - (85-73)
- (e) Invoice - Coopers & Lybrand Consulting Group - (86-131)
- (f) Summer Employment Policy - (86-138)



John Simpson

E. A. SIMPSON
CITY CLERK

K. E. AVERY
DEPUTY CITY CLERK

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1986 November 28

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, 1986 December 3
9:00 o'clock a.m.
Room 233, City Hall

EAS/gk

E. A. Simpson
E. A. Simpson, Secretary,
Personnel Committee.

AGENDA

1. Minutes of meeting held Wednesday, 1986 November 19
2. HUMAN RESOURCES CENTRE
 - (a) Appointments and Terminations with The Corporation of the City of Hamilton to 1986 November 21
3. OTHER ITEMS
 - (a) Executive Committee - re Architect's Department
4. INFORMATION ITEMS
 - (a) Ontario Ministry of Labour Handicapped Employment Program Brochure - Director of Human Resources Centre
5. INFORMATION ITEMS LAID OVER FROM LAST MEETING
 - (a) Jurisdiction of the Workmen's Compensation Board - City Solicitor
 - (b) Performance Appraisal - Director of Human Resources Centre

Personnel Committee Agenda (Cont'd.)

Page 2

UNFINISHED BUSINESS

- (a) Qualifications for Promotion - (84-101)
- (b) Use of Video Display Terminals - (85-64)
- (c) Employee recognition - (85-73)
- (d) Invoice - Coopers & Lybrand Consulting Group - (86-131)
- (e) Summer Employment Policy - (86-138)

E. A. SIMPSON
CITY CLERK
K. E. AVERY
DEPUTY CITY CLERK



CITY HALL
HAMILTON, ONTARIO
L8N 3T4

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1986 December 31

CA40N HBL AOS
CSIP2
1986

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, 1986 January 7

9:00 o'clock a.m.

Room 233, City Hall

E. A. Simpson, Secretary
Personnel Committee

EAS/cc

AGENDA

1. Minutes of the meeting held Wednesday, 1986 December 3

2. HUMAN RESOURCES CENTRE

- (a) Rates - Hamilton General Contractors Association
- (b) Culture and Recreation - Part-Time Cashiers
- (c) Public Works - Request for Vacation Carry-over
- (d) Performance Appraisal
- (e) Appointments and Terminations

3. OTHER ITEMS

- (a) The Association of Professional and Administrative Employees of The Corporation of the City of Hamilton

4. INFORMATION ITEMS

- (a) Canadian Union of Public Employees
- (b) Human Resource Centre - Vocational Rehabilitation Program

Personnel Committee Agenda (Cont'd.)

Page 2

UNFINISHED BUSINESS

(a)	Qualifications for Promotion	- (84-101)
(b)	Use of Video Display Terminals	- (85-64)
(c)	Employee recognition	- (85-73)
(d)	Invoice - Coopers & Lybrand Consulting Group	- (86-131)
(e)	Summer Employment Policy	- (86-138)
(f)	Policy re: Access to Personnel Files	- (86-206)

I N C A M E R A

1. Minutes of the meeting held Wednesday, 1986 December 3

2nd floor



E. A. SIMPSON
CITY CLERK

K. E. AVERY
DEPUTY CITY CLERK

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1987 January 16

29, 1987

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, 1987 January 21
9:00 o'clock a.m.
Room 233, City Hall

EAS/gk

E. A. Simpson, Secretary,
Personnel Committee.

AGENDA

1. Minutes of meeting held Wednesday, 1987 January 7
2. FIRE DEPARTMENT
 - (a) Request to discontinue manning of Water Tank Truck 8 on Beach Strip
3. HUMAN RESOURCES CENTRE
 - (a) Appointments and Terminations with The Corporation of the City of Hamilton to 1987 January 9
4. OTHER ITEMS
 - (a) Public Works Department - Request for leave of absence without pay

Personnel Committee Agenda (Cont'd.)

Page 2

UNFINISHED BUSINESS

(a)	Qualifications for Promotion	- (84-101)
(b)	Use of Video Display Terminals	- (85-64)
(c)	Employee recognition	- (85-73)
(d)	Invoice - Coopers & Lybrand Consulting Group	- (86-131)
(e)	Summer Employment Policy	- (86-138)
(f)	Policy re: Access to Personnel Files	- (86-206)



E. A. SIMPSON
CITY CLERK

K. E. AVERY
DEPUTY CITY CLERK

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

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CSIPL
1987

1987 January 29

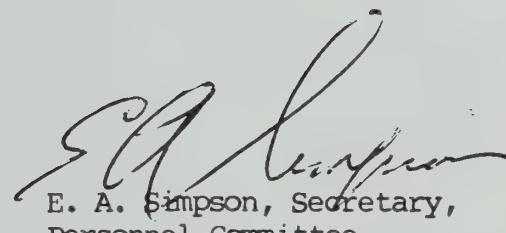
NOTICE OF MEETING

PERSONNEL COMMITTEE

Tuesday, 1987 February 10

6:45 o'clock p.m.

Room 233, City Hall



E. A. Simpson, Secretary,
Personnel Committee.

EAS/gk

AGENDA

1. Minutes of meeting held Wednesday, 1987 January 21

2. HUMAN RESOURCES CENTRE

- (a) Establishment of the position of Assistant Traffic Signal Technician, Traffic Department
- (b) Appointments and Terminations with The Corporation of the City of Hamilton to 1987 January 23

3. OTHER ITEMS

- (a) Resolutions - F.C.M. Conference

Personnel Committee Agenda (Cont'd.)

Page 2

UNFINISHED BUSINESS

(a)	Qualifications for Promotion	- (84-101)
(b)	Use of Video Display Terminals	- (85-64)
(c)	Employee recognition	- (85-73)
(d)	Invoice - Coopers & Lybrand Consulting Group	- (86-131)
(e)	Summer Employment Policy	- (86-138)
(f)	Policy re: Access to Personnel Files	- (86-206)

E. A. SIMPSON
CITY CLERK

K. E. AVERY
DEPUTY CITY CLERK



2nd Flr
CITY HALL
HAMILTON, ONTARIO
L8N 3T4

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1987 February 13

CA4 ON HBL AOS
CSIP2
1987

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, 1987 February 18
9:00 o'clock a.m.
Room 233, City Hall

E. A. Simpson, Secretary,
Personnel Committee.

AGENDA

1. Minutes of meeting held Tuesday, 1987 February 10
2. HUMAN RESOURCES CENTRE
 - (a) Appointments and Terminations with The Corporation of the City of Hamilton to 1987 February 10
3. OTHER ITEMS
 - (a) Resolutions - F.C.M. Conference - (Referred back from last meeting)
4. INFORMATION ITEM
 - (a) Letter from Mayor C. W. McDonald of Ville de Pierrefonds Respecting a Proposal for Joint Federal/Provincial/Municipal Apprentice Program

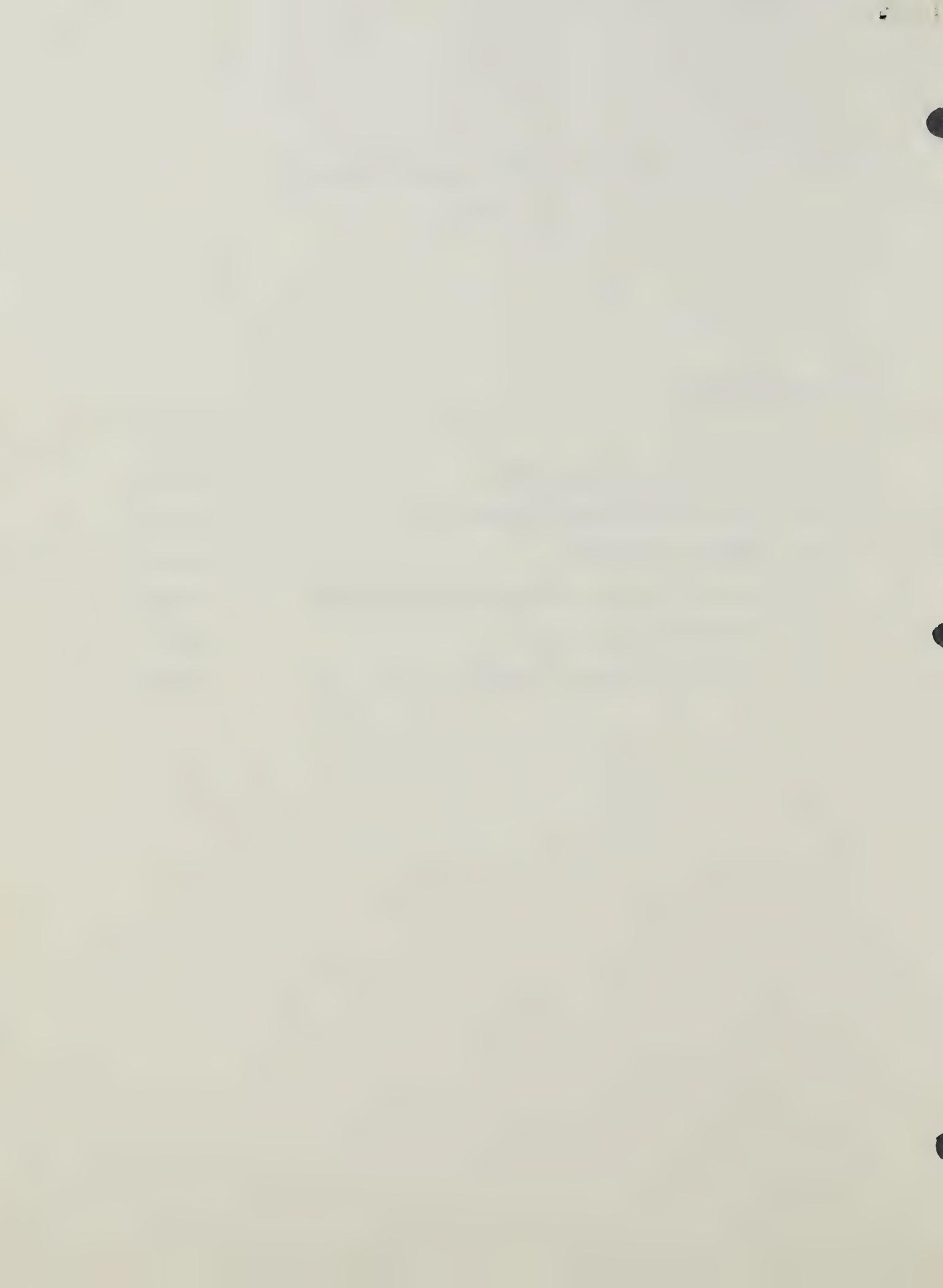


Personnel Committee Agenda (cont'd.)

Page 2

UNFINISHED BUSINESS

(a)	Qualifications for Promotion	- (84-101)
(b)	Use of Video Display Terminals	- (85-64)
(c)	Employee recognition	- (85-73)
(d)	Invoice - Coopers & Lybrand Consulting Group	- (86-131)
(e)	Summer Employment Policy	- (86-138)
(f)	Policy re: Access to Personnel Files	- (86-206)





E. A. SIMPSON
CITY CLERK
K. E. AVERY
DEPUTY CITY CLERK .

CITY HALL
HAMILTON, ONTARIO
LBN 3T4

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1987 February 27

NOTICE OF MEETING

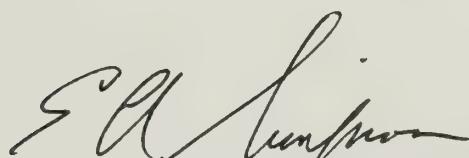
PERSONNEL COMMITTEE

Wednesday, 1987 March 4

9:00 o'clock a.m.

Room 233, City Hall

EAS/gk



E. A. Simpson, Secretary,
Personnel Committee.

AGENDA

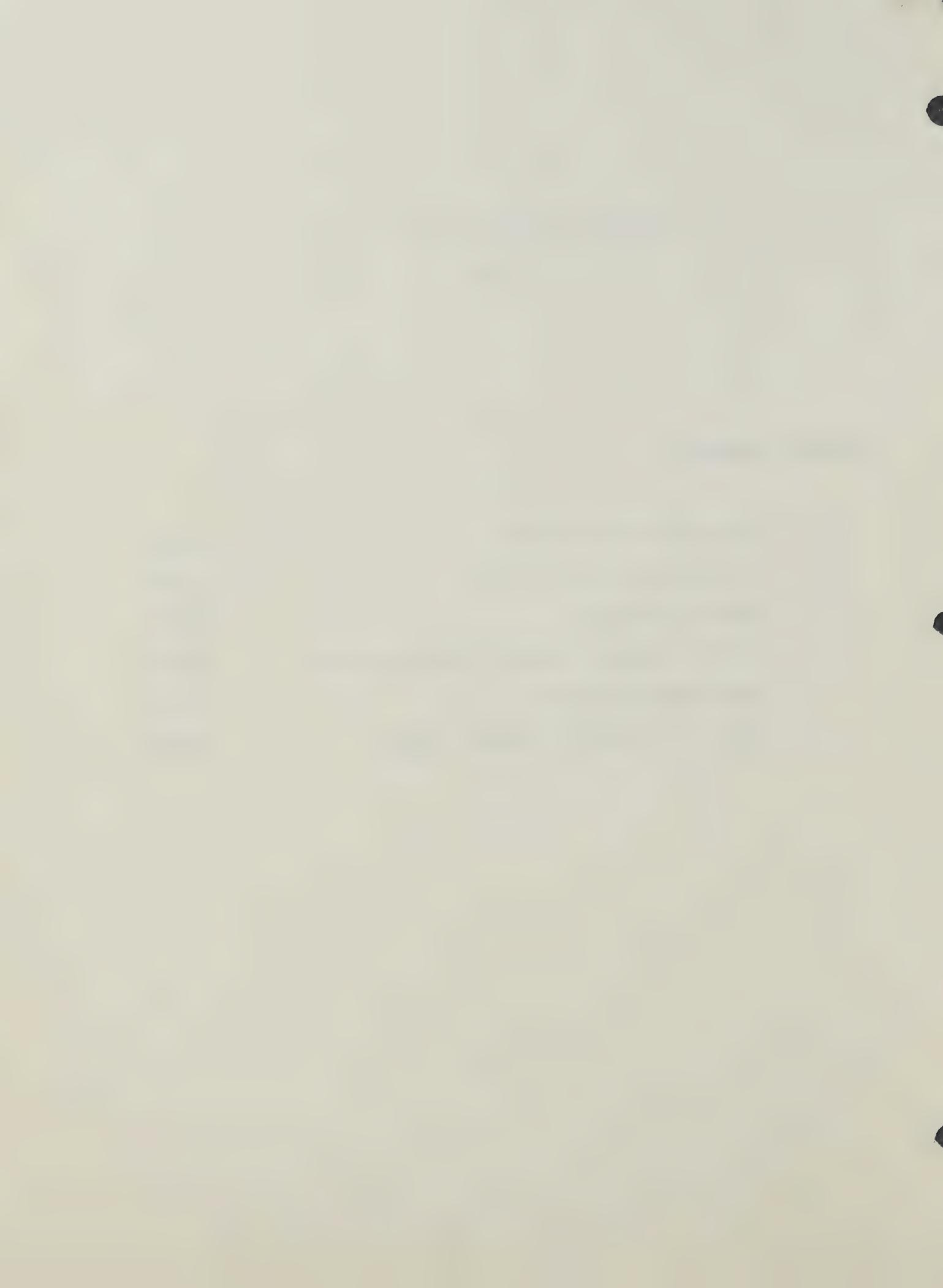
1. Minutes of meeting held Wednesday, 1987 February 18
2. HUMAN RESOURCES CENTRE
 - (a) Rating of position - Foreman II, Public Works Department
 - (b) Appointments and Terminations in permanent and temporary service with The Corporation of the City of Hamilton to 1987 February 23
3. OTHER ITEMS
 - (a) Joint Federal/Provincial/Municipal Apprentice Program - Reports from:
 - (i) Director of Human Resources Centre
 - (ii) City Treasurer
4. INFORMATION ITEM
 - (a) Hiring Policy - City of Hamilton

Personnel Committee Agenda (cont'd.)

Page 2

UNFINISHED BUSINESS

(a)	Qualifications for Promotion	- (84-101)
(b)	Use of Video Display Terminals	- (85-64)
(c)	Employee recognition	- (85-73)
(d)	Invoice - Coopers & Lybrand Consulting Group	- (86-131)
(e)	Summer Employment Policy	- (86-138)
(f)	Policy re: Access to Personnel Files	- (86-206)



2nd floor

E. A. SIMPSON
CITY CLERK

K. E. AVERY
DEPUTY CITY CLERK



CITY HALL
HAMILTON, ONTARIO
L8N 3T4

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1987 March 20

CA4 ON HBL A05
C51P2
1987

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, 1987 March 25

9:00 o'clock a.m.

Room 233, City Hall

EAS/gk

E. A. Simpson, Secretary,
Personnel Committee.

AGENDA

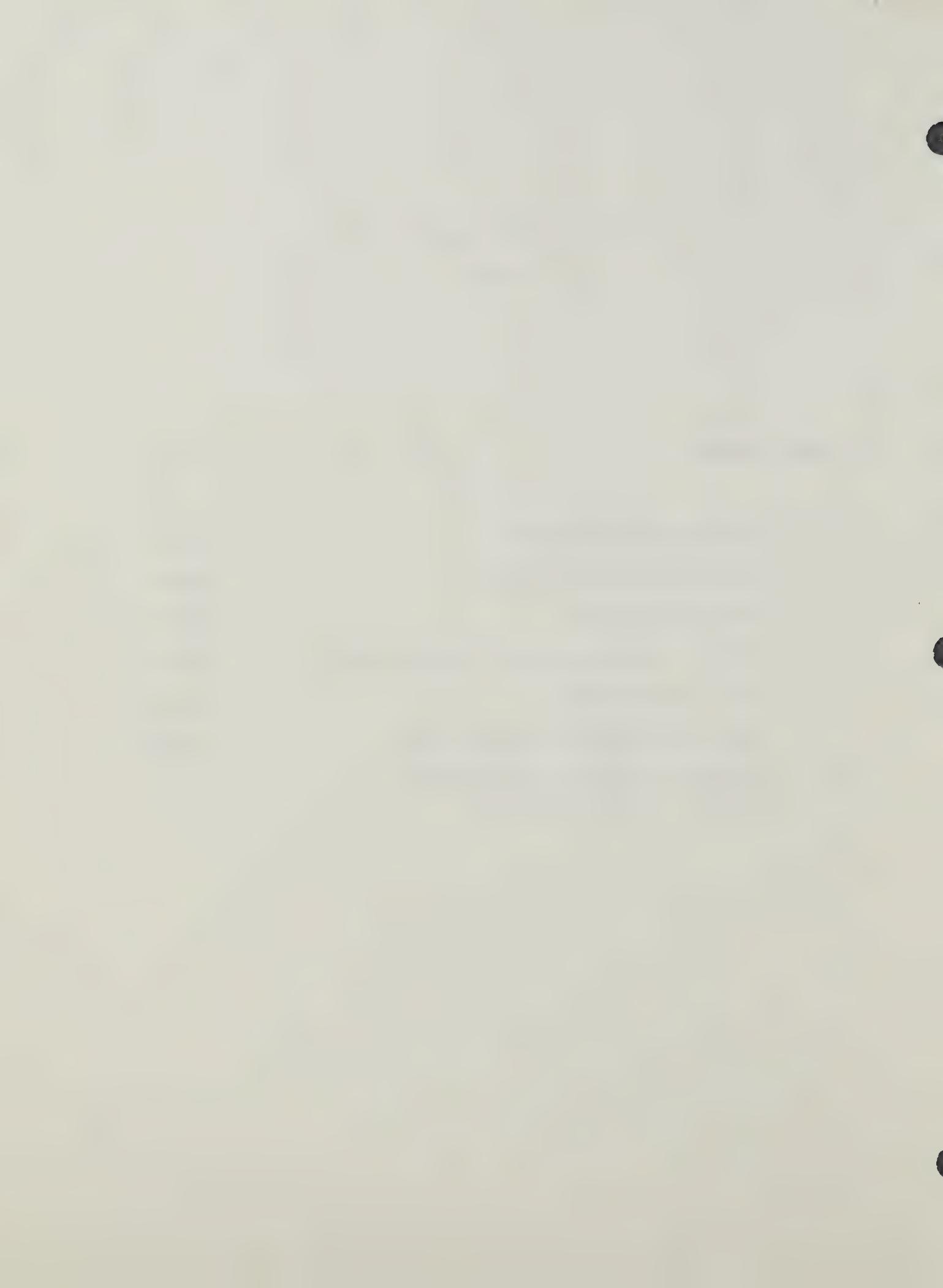
1. Minutes of meeting held Wednesday, 1987 March 04
2. HUMAN RESOURCES CENTRE
 - (a) Rates of pay - The Mechanical Contractors Association of Hamilton and the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada, Local Union 67
 - (b) Appointments and Terminations in permanent and temporary service with The Corporation of the City of Hamilton to 1987 March 16
 - (c) Non-Union Salary Report
3. OTHER ITEMS
 - (a) Request for extension of employment - Julius Szabo, Dispatcher, Information Desk - City Clerk's Department
4. INFORMATION ITEM
 - (a) Letter from Claire Cosentino on behalf of her husband alleging discrimination in City's hiring policy

Personnel Committee Agenda (cont'd.)

Page 2

UNFINISHED BUSINESS

- (a) Qualifications for Promotion - (84-101)
- (b) Use of Video Display Terminals - (85-64)
- (c) Employee recognition - (85-73)
- (d) Invoice - Coopers & Lybrand Consulting Group - (86-131)
- (e) Summer Employment Policy - (86-138)
- (f) Policy re: Access to Personnel Files - (86-206)
- (g) Human Resources Centre - Position Paper - Nepotism, Hiring Policy, etc.





E. A. SIMPSON
CITY CLERK

K. E. AVERY
DEPUTY CITY CLERK

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1987 May 1

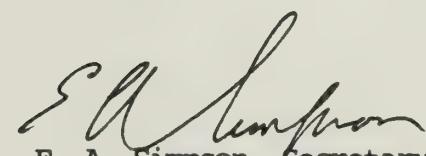
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NOTICE OF MEETING

PERSONNEL COMMITTEE

Tuesday, 1987 May 5
5:45 o'clock p.m.
Room 233, City Hall

EAS/gk



E. A. Simpson, Secretary,
Personnel Committee.

AGENDA

1. Minutes of meetings held:

- (a) Wednesday, 1987 March 25
- (b) Tuesday, 1987 April 14

2. HUMAN RESOURCES CENTRE

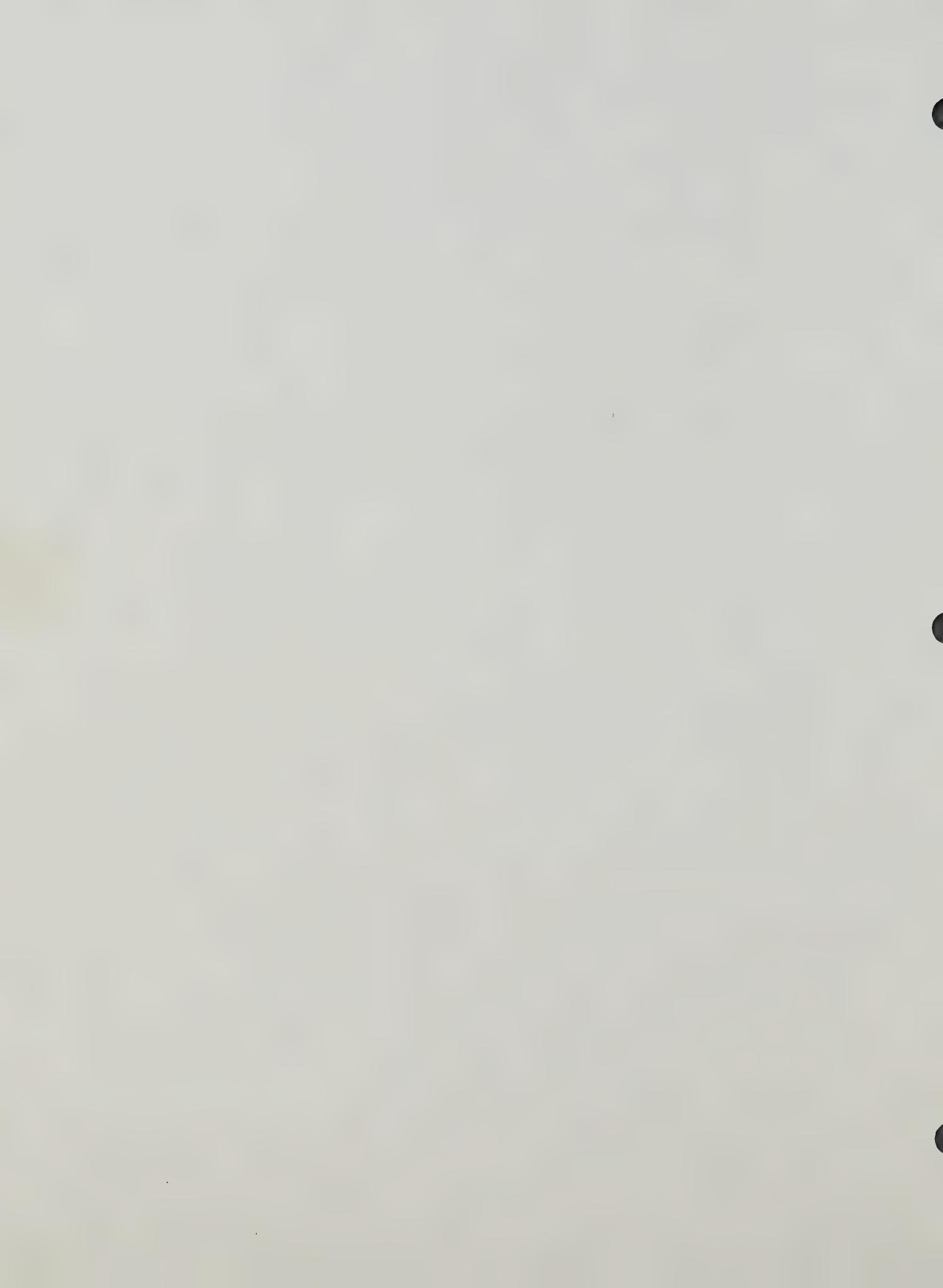
(a) Memorandums of Agreement:

- (i) C.U.P.E. Local 167
- (ii) C.U.P.E. Local 1041

(b) Appointments and Terminations with The Corporation of the City of Hamilton to 1987 April 28

(c) Non-Union Salary Review:

- (i) Appeals
- (ii) Letter from Millar, Alexander, Isaacs & Millar, Barristers & Solicitors



Personnel Committee Agenda (cont'd.)

Page 2

3. OTHER ITEMS

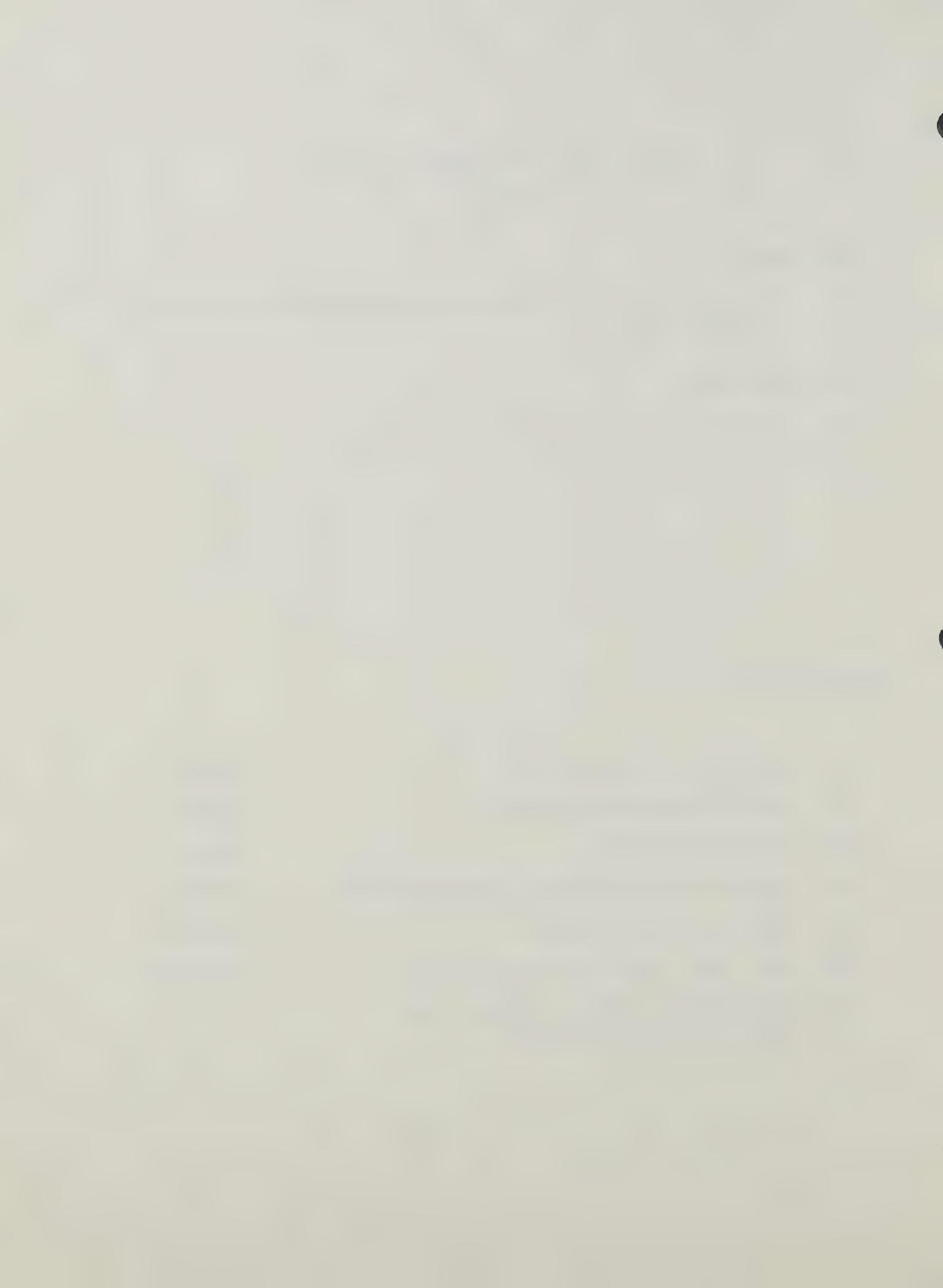
- (a) Alderman B. Hinkley - re International Brotherhood of Painters and Allied Trades

4. INFORMATION ITEM

- (a) Letter from Mr. L. Sivilotti

UNFINISHED BUSINESS

- (a) Qualifications for Promotion - (84-101)
- (b) Use of Video Display Terminals - (85-64)
- (c) Employee recognition - (85-73)
- (d) Invoice - Coopers & Lybrand Consulting Group - (86-131)
- (e) Summer Employment Policy - (86-138)
- (f) Policy re: Access to Personnel Files - (86-206)
- (g) Human Resources Centre - Position Paper - Nepotism, Hiring Policy, etc.



E. A. SIMPSON

CITY CLERK

K. E. AVERY

DEPUTY CITY CLERK



2nd floor
CITY HALL
HAMILTON, ONTARIO
L8N 3T4

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1987 May 15

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1987

NOTICE OF MEETING

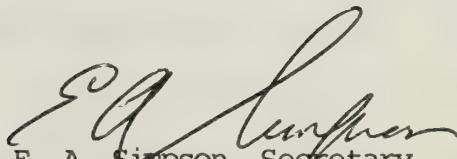
PERSONNEL COMMITTEE

Tuesday, 1987 May 19

7:00 o'clock p.m.

Room 233, City Hall

EAS/gk



E. A. Simpson, Secretary,
Personnel Committee.

AGENDA

1. Minutes of meeting held Tuesday, 1987 May 5

2. HUMAN RESOURCES CENTRE

(a) Agreements:

- (i) The Hand Association of Sewer, Watermain and Road Contractors and the Labourers' International Union of North America, Local 837, Hamilton
- (ii) The Ontario Sheet Metal and Air Handling Group and Sheet Metal Workers' International Association, Local Union 537.
- (iii) The Hand Association of Sewer, Watermain and Road Construction and the International Union of Operating Engineers, Local 793

(b) Appointments and Terminations with The Corporation of the City of Hamilton to 1987 May 11

26 17

Personnel Committee Agenda (cont'd.)

Page 2

UNFINISHED BUSINESS

- (a) Qualifications for Promotion - (84-101)
- (b) Use of Video Display Terminals - (85-64)
- (c) Employee recognition - (85-73)
- (d) Invoice - Coopers & Lybrand Consulting Group - (86-131)
- (e) Policy re: Access to Personnel Files - (86-206)
- (f) Human Resources Centre - Position Paper - Nepotism, Hiring Policy, etc.

CA 4 ON HBL AOS
CSIP2

2nd floor



E. A. SIMPSON
CITY CLERK

K. E. AVERY
DEPUTY CITY CLERK

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

THE CORPORATION OF THE CITY OF HAMILTON
OFFICE OF THE CITY CLERK

1987 July 17

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, 1987 July 22
9:00 o'clock a.m.
Room 233, City Hall

EAS/gk

E. A. Simpson
E. A. Simpson, Secretary,
Personnel Committee.

AGENDA

1. Minutes of meeting held Wednesday, 1987 June 17
2. FIRE DEPARTMENT
 - (a) Agreement to purchase Burlington Fire Department services for York Boulevard area
3. HUMAN RESOURCES CENTRE
 - (a) Increase in fee - Dr. J. D. Bell
 - (b) Nepotism - Hiring Policy
 - (c) Collective Agreement between The Rodmen Employer Bargaining Agency and the Rodmen Employee Bargaining Agency, Local Union 736 (Hamilton)
 - (d) Memorandum of Agreement - The Hamilton Professional Fire Fighters' Association
 - (e) Appointments and Terminations with The Corporation of the City of Hamilton to July 13, 1987

Personnel Committee Agenda (cont'd.)

Page 2

4. OTHER ITEMS

- (a) City Solicitor - Consultants' Fees Account
- (b) Parks and Recreation Committee re Solicitor's Department (Tabled from last meeting)
- (c) Director of Property - Agreement - Victor P. Pala Architect Ltd. - East Mountain Fire Station No. 5

5. INFORMATION ITEM

- (a) Hamilton Fire Department providing testing and probationary training for Stoney Creek Fire Department at the Simulated Fire and Rescue Complex

2nd floor



THE CORPORATION OF THE CITY OF HAMILTON

City Hall, 71 Main Street West, Hamilton, Ontario L8N 3T4

1987 August 14

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, 1987 August 19
 9:00 o'clock a.m.
 Room 233, City Hall

EAS/gk

A handwritten signature in black ink, appearing to read "E. A. Simpson".

E. A. Simpson, Secretary,
 Personnel Committee.

AGENDA

1. Minutes of meeting held Wednesday, 1987 July 22
2. City Solicitor:
 - (a) (i) Agreement re firefighting services - City of Burlington
 - (ii) By-law re the above
 - (b) Extension of service - P. Eker
3. Township of Beckwith - Sales Tax - Fire Equipment
4. HUMAN RESOURCES CENTRE
 - (a) New Position - Administrative Assistant IV, Culture & Recreation Department
 - (b) Reclassification of Foreman positions - Horticultural Section of the Parks Department
 - (c) Salary adjustment - Head Cashier positions (Part-time) - Chedoke and Kings Forest
 - (d) General Assistant positions - Historic Sites Division Museums - Revised hourly rate
 - (e) Appointments and Terminations with The Corporation of the City of Hamilton to 1987 August 6

Personnel Committee Agenda (Cont'd.)

Page 2

5. INFORMATION ITEM

(a) City of Hamilton Lost Time Frequency Rate for Second Quarter,
1987

CA4 ON HBL A05
C51P2

E. A. SIMPSON
CITY CLERK

K. E. AVERY
DEPUTY CITY CLERK



CITY HALL
HAMILTON, ONTARIO
L8N 3T4

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

1987 September 18

NOTICE OF MEETING

PERSONNEL COMMITTEE

Wednesday, 1987 September 23

9:00 o'clock a.m.

Room 233, City Hall

EAS/gk

E. A. Simpson, Secretary,
Personnel Committee.

AGENDA

1. Minutes of meeting held Wednesday, 1987 August 19
2. City of Stoney Creek - Resolution of Appreciation
3. HUMAN RESOURCES CENTRE
 - (a) Appointments and Terminations with The Corporation of the City of Hamilton to 1987 September 10
 - (b) City Clerk's Department - Reclassification of Stenographer positions
 - (c) Appointment of Solicitor IV
4. OTHER ITEMS
 - (a) Retirement - P. Eker (Referred back by City Council)
 - (b) Public Works Department - Vacation carry-over
5. INFORMATION ITEM
 - (a) Employee Recognition - Chief Administrative Officer

Wednesday, 1987 August 19
9:00 o'clock a.m.
Room 233, City Hall

The Personnel Committee met.

There were present: Alderman M. Kiss, Chairperson
Alderman R. Wheeler, Vice-Chairman
Alderman B. Hinkley
Alderman D. Christopherson
Alderman J. Smith
Alderman D. Ross

Absent: Mayor R. Morrow) - City business
Alderman W. McCulloch) - " "
Alderman H. Merling

Also present: Mr. L. Sage, Chief Administrative Officer
Mrs. C. Lowe, Commissioner of Human Resources
Mrs. D. Jones, Manager of Personnel Services
Mr. J. Johnston, Labour Relations Officer
E. A. Simpson, Secretary

The minutes of the meeting held Tuesday, 1987 July 22 were taken as read and approved.

Deputy Chief J. Fitzpatrick was in attendance when the following matters pertaining to the Fire Department were dealt with:

- (1) The Committee approved of the Agreement and the By-law prepared by the City Solicitor's Department covering the provision of response service by the Burlington Fire Department to the area north of the High Level Bridge for the period of time required for the renovating of the bridge.
- (2) The Committee endorsed the resolution passed by the Township of Beckwith which calls on the Provincial Government to waive the sales tax applied on equipment or supplies directly used in fire protection control and auto extrication.

Mr. K. Rouff appeared before the Committee in connection with his recommendation that the service of Mr. P. Eker who is scheduled to retire October 31, 1987, be extended for one year. During the discussion Mr. Rouff indicated that it was his plan, during this year's extension, to train another lawyer to take over Mr. Eker's responsibilities.

On being asked by the Committee why, when he knew that Mr. Eker would be leaving in October, that he had not commenced training someone to assume his duties, Mr. Rouff explained that for the past several years he has requested additional staff; but that had not been provided to him.

He then requested that he be authorized to take on staff a student who is currently working with him. This would enable him then to have a senior solicitor in the department start assuming Mr. Eker's responsibilities during his year's extension.

87-88
Agreement covering services of Burlington Fire Dept. during repairs to High Level Bridge

87-89
Resolution by Township of Beckwith to waive sales tax on fire equipment etc.

87-90
Recommendation that the services of Mr. P. Eker be further extended for one year

87-91
Motion by Ald.
Christopherson that
Mr. P. Eker return,
after retirement,
on a contract basis -
situation to be
reviewed after that

87-92
Administrative
Assistant IV position
to be established in
Dept. of Culture &
Recreation

87-93
Reclassification of
positions of Foreman
III in Parks Dept.
(Horticultural Sect.)

87-94
Adjustment in salary
for Head Cashier
positions at Chedoke
& King's Forest
operations

87-95
General Assistant
positions (Historic
Sites Div.) - Adjust-
ment in hourly rate

87-96
Appointments and
Terminations

87-97
Request of Robert
Morley for 4 days
leave of absence
with pay - not
granted

Following considerable discussion the Committee adopted the following motion made by Alderman Christopherson:

- "1. That Mr. P. Eker retire on his normal retirement date, and that he return on a contract basis at the same salary, with no benefits, for a period of six (6) months.
2. The whole situation to be reviewed after 4 - 5 months.
3. That Mr. Rouff prepare a report on the hiring of a new staff person."

On the recommendation of the Commissioner of Human Resources the Committee approved of the following for recommendation to City Council:

- (a) Establishing a new position of Administrative Assistant IV in the Department of Culture and Recreation, Non-Union pay range "O", \$21,631.48 to \$25,498.20 per annum. This position to be posted and filled.
- (b) Reclassification of the three (3) existing positions of Foreman III in the Horticultural Section of the Parks Department, salary range \$26,767.00, \$28,753.40, \$30,739.80 per annum to Foreman II, salary range \$27,862.12, \$30,568.20, \$33,273.76 per annum, effective July 1, 1987.
- (c) An adjustment in the salary paid to two (2) Head Cashier positions (part-time) in the Department of Culture and Recreation, at the Chedoke and King's Forest golf and ski operations, from \$6.993 per hour to \$8.043 per hour. This increase to be retroactive to January 1, 1987.
- (d) An adjustment in the hourly rate paid to the three (3) General Assistant positions in the Small Museums (Historic Sites Division) of the Culture and Recreation Department from \$5.256 per hour (Whitehern) and \$6.069 per hour (The Hamilton Military Museum and The Children's Museum) to have their hourly rate revised to \$9.50 per hour, effective September 1, 1987.

The Committee approved for recommendation to City Council Appointments and Terminations in permanent and temporary service with The Corporation of the City of Hamilton to 1987 August 6.

A letter dated August 17, 1987, was received from Mr. Robert Morley, Licence Inspector, City Clerk's Department. Mr. Morley, who is a Hockey Referee, has been invited to referee in the Pre-Olympic Tournament that is to be held in Scotland September 5th to September 13, 1987. Mr. Morley is requesting that he be granted four (4) days' leave of absence, with pay, September 8th to September 11, 1987. On being asked by the Committee, the Commissioner of Human Resources advised that the granting of this request would be contrary to the City's policy. The Committee therefore turned down the request. They agreed that a congratulatory letter be sent to Mr. Morley on his being selected to represent Canada as an official at this tournament.

Personnel Committee

Wednesday 1987 August 19

The Committee approved for recommendation to City Council the Memorandum of Agreement dated August 12, 1987, between The Corporation of the City of Hamilton and The Civic Employees of The International Union of Operating Engineers, Local 772, A.F.L. - C.I.O., C.L.C.

For the information of the members of the Committee the Commissioner of Human Resources filed a report dated August 19, 1987, setting out the Lost Time Frequency Rate for the Second Quarter of 1987.

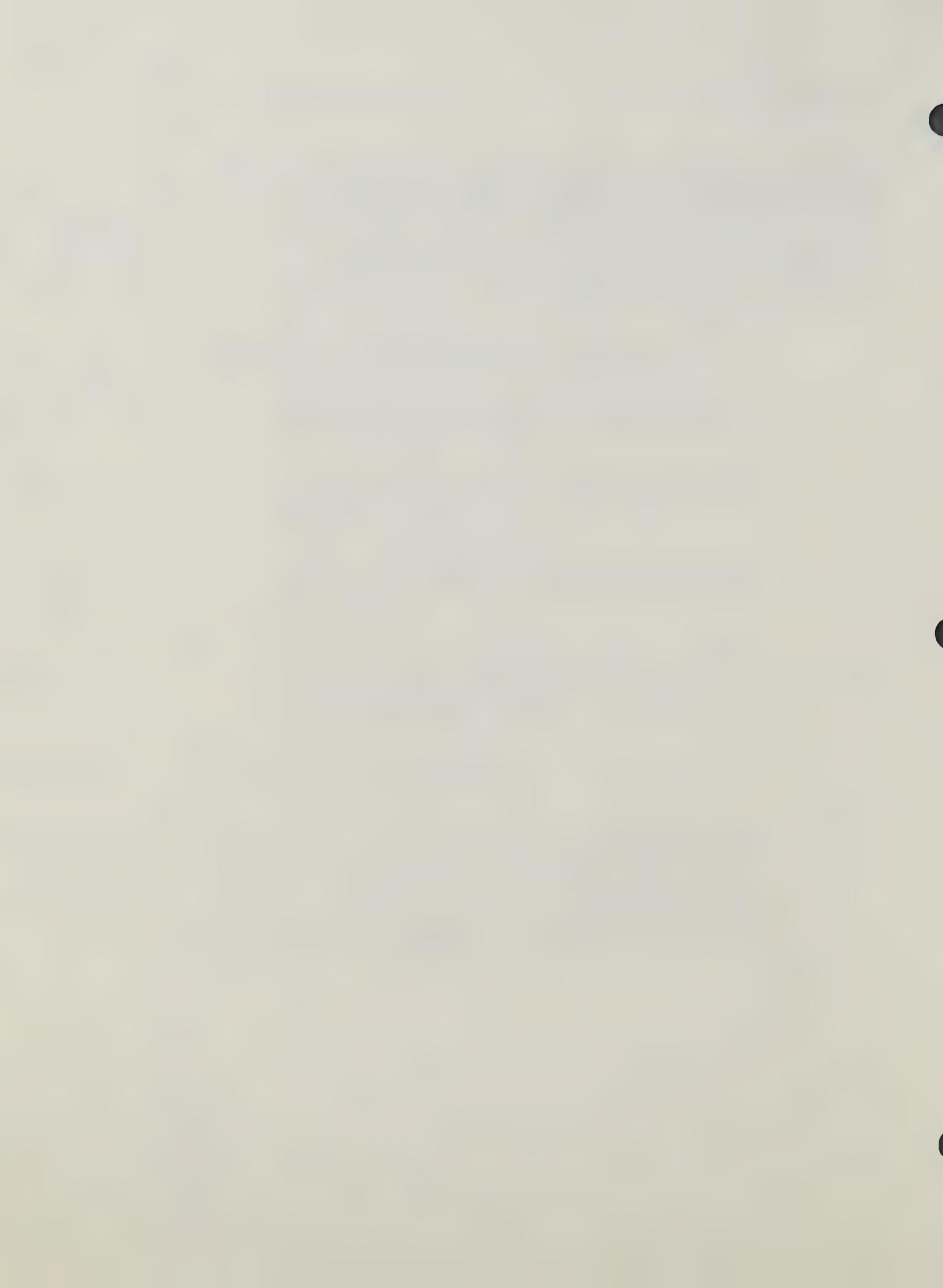
The meeting then adjourned.

Taken as read and approved.

ALDERMAN M. KISS, CHAIRPERSON

E. A. SIMPSON, SECRETARY

Typed by G. Kerr.





2

The City of Stoney Creek

777 Highway No. 8, Box 9940, Stoney Creek, Ontario L8G 4N9 — Tel. 643-1261

September 9, 1987

RECEIVED

SEP 10 1987

CITY CLERKS

City of Hamilton
71 Main Street West
Hamilton, Ontario
L8N 3T4

Attention: E. A. Simpson, City Clerk

Council, at its meeting held Tuesday, September 8, 1987, passed Resolution No. 16-7 which recognizes and commends the City of Hamilton Fire Department for its co-operation and assistance provided under the Mutual-Aid Program.

The help provided is sincerely appreciated by Council and the members of the Stoney Creek Fire Department.

A copy of Resolution No. 16-7 is attached for your information.

J. A. Brezina, A.M.C.T.
City Clerk

JAB/ch
Encl.

cc: B. Hirst, Fire Chief

THE CORPORATION OF THE CITY OF STONEY CREEK

RESOLUTION NO. 16 - 7

SESSION: SEPTEMBER 8, 1987

MOVED BY

D. Wagoner

SECONDED BY

A. Shan

WHEREAS the City of Stoney Creek, along with the other municipalities comprising the Region, participates in the Hamilton-Wentworth Mutual Aid Program, and

WHEREAS Stoney Creek, on Wednesday, September 2, 1987, experienced a major fire at 141 Highway No. 8 requiring the implementation of the Mutual Aid Program, and

WHEREAS the City of Hamilton Fire Department responded quickly with manpower and equipment to the Stoney Creek Deputy Chief's call for assistance, and

WHEREAS this Council wishes to recognize and commend the City of Hamilton Fire Department for its assistance, and acknowledge other Hamilton-Wentworth Mutual Aid members for their participation;

NOW, THEREFORE, BE IT RESOLVED:

1. The Council of the Corporation of the City of Stoney Creek publicly recognizes and commends the City of Hamilton Fire Department for its prompt response, co-operation and invaluable assistance at the major fire in Stoney Creek on Wednesday, September 2, 1987.
2. This Council acknowledges the contribution of other Mutual Aid members in providing standby assistance during the said fire.

SIGNED:

S. H. Clapp

MAYOR

RECEIVED

FOR ACTION

Ms. Cheryl A. Lowe
Commissioner, Human Resources Centre
for the City/Region

FROM SEP 14 1987

DATE

1987 September 23

TO Personnel Committee
CITY CLERKS

Refer To File No. _____

Attention Of _____

Your File No. _____

SUBJECT

Appointments to and Terminations from both permanent and temporary positions with the Corporation to September 10, 1987.

RECOMMENDATION

as attached

Cheryl Lowe

BACKGROUND

THE CORPORATION OF THE CITY OF HAMILTON
APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Robert Bell	Captain	Fire	replacing Mr. J. R. Cassidy - promoted	C-8	\$45,727.30 per annum	87/07/26
Mr. David Clark	Captain	Fire	replacing Mr. J. A. Seeley - retired	C-8	\$45,727.30 per annum	87/07/26
Mr. Michael Connely	Traffic Signal Repairman II	Traffic	replacing Mr. J. Wallace - promoted	B-6	\$480.10 per week	87/08/10
Mr. Vincenzo Dittilio	Concrete Finisher (Districts)	Public Works	replacing Mr. E. Torres - terminated	D-8	\$11.654 per hour	87/08/05
Mr. Paul Dubord	Traffic Serviceman I	Traffic	replacing Mr. B. Hunter - transferred	A-4	\$445.97 per week	87/08/10
Mr. Patrick Fournier	Garbage Truck Driver	Public Works	replacing Mr. B. Vance - transferred	D-9	\$11.915 per hour	87/08/03
Miss Monica German	Draftsman III	Building	replacing Mr. R. Doucet - promoted	A-3	\$379.13 per week	87/08/31
Mr. Frank Hand	Hydraulic Back Hoe Operator	Public Works	replacing Mr. V. Fournier - retired	D-11	\$12,107 per hour	87/08/24

THE CORPORATION OF THE CITY OF HAMILTON
APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Miss Brenda Killingbeck	Stenographer IV	Community Development	replacing Ms. Susanne Markle - terminated	E-2	\$326.45 per week	87/08/24
Mr. Scott McEwan	Motor Mechanic Helper	Central Garage Division of Public Works	replacing Mr. G. Kudlowich - promoted	D-9	\$11.715 per hour	87/08/31
Miss Lucy Pacifici	Typist Clerk II	City Clerk's	replacing Ms. D. Occhiuto - promoted	E-2	\$326.45 per week	87/08/10
Mr. Bruno Pasquino	Concrete Finisher (Districts)	Public Works	replacing Mr. J. Demorais - resigned	D-8	\$11.654 per hour	87/08/05
Mr. Richard Pierce	Truck Driver	Public Works	replacing Mr. J. Mangano - transferred	D-7	\$11.795 per hour	87/08/03
Mr. Robin Shaw	Storeman	Convention Centre Division of H.E.C.F.L.	additional staff as approved	4	\$15,999.88 per annum	87/08/17
Mr. Mark Sheridan	Foreman III Horticulture	Parks Division of Public Works	additional staff as approved	13C	\$26,767.00 per annum	87/08/24
Mrs. Barbara Thompson	Stenographer III	Building	returning to former position as per employee's request	E-3	\$376.00 per week	87/08/31

THE CORPORATION OF THE CITY OF HAMILTON
 APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Brian Vance	Garbageman	Public Works	returning to former position as per employee's request	D-8	\$11.854 per hour	87/08/03
Miss M. Joyce Walton	Stenographer I	City Clerk's	replacing Mrs. T. Bodden - promoted	E-5	\$439.87 per week	87/08/10

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO TEMPORARY POSITIONS

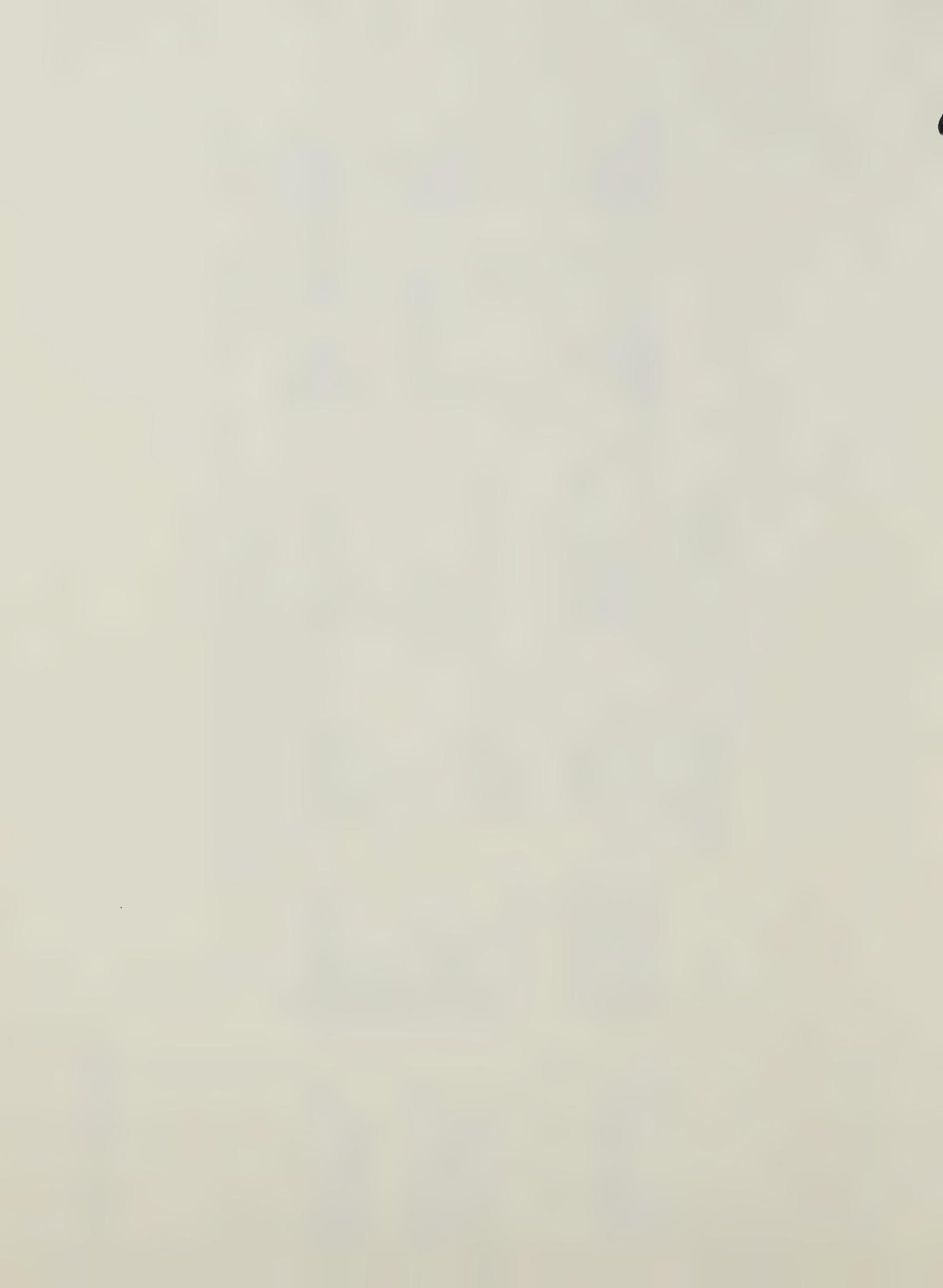
<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Robert Delconte	Timekeeper (temporary)	Public Works	replacing Mr. D. Anderson - promoted	A-3	\$379.13 per week	87/08/11
Mr. Frank Digiambattista	Arena Maintenance Man II (temporary)	Copps Coliseum Division of H.E.C.F.L.	replacing Mr. G. Faulkner - terminated	M-7	\$11,562 per hour	87/08/31
Mr. Douglas Eves	Street Sweeper Operator (temporary)	Public Works	replacing Mr. R. Guenther - promoted	D-9	\$11,715 per hour	87/09/04
Ms. Christine Gauthier	Pool Supervisor (temporary)	Culture and Recreation	replacing Mrs. K. Jerrard - maternity leave	N2	\$29,155.36 per annum	87/08/03
Mrs. Silena McEwan	Receptionist/Typist (temporary)	Copps Coliseum Division of H.E.C.F.L.	replacing Mrs. L. Zbucki - maternity leave	5	\$16,511.04 per annum	87/08/17
Mr. James Pearson	Equipment Foreman (Repairs) (temporary)	Culture and Recreation	replacing Mr. O. Theroux - off sick	13C	\$26,767.00 per annum	87/08/31
Mr. Tony Scime	Maintenance Man III (temporary)	Central Utilities Plant Division of H.E.C.F.L.	replacing Mr. N. Hryhorow - on W.C.B.	M-11	\$13,025 per hour	87/08/10

THE CORPORATION OF THE CITY OF HAMILTON
TERMINATIONS FROM PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Mr. Mark Burtniak	Preventive Maintenance Supervisor	Copps Coliseum Division of H.E.C.F.L.	resigned	1 year & 9 months	87/07/31
Mr. James Harvey	Firefighter I	Fire	resigned	6 years & 3 months	87/08/06
Mr. John Mackey	Firefighter I	Fire	deceased	22 years & 3 months	87/08/10
Miss Susanne Markle	Stenographer IV	Community Development	resigned	1 year	87/08/21

THE CORPORATION OF THE CITY OF HAMILTON
 TERMINATIONS FROM TEMPORARY POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Mr. Scott Ridehalgh	Arena Maintenance Man II (temporary)	Copps Coliseum Division of H.E.C.F.L	returning to former part-time position	3 weeks	87/08/31



3(b)

FOR ACTION

FROM Commissioner, Human Resources DATE September 15, 1987
TO Personnel Committee Refer To File No. _____
Attention Of _____
Your File No. _____

SUBJECT

Reclassification of Stenographer positions reporting to Legislative Assistant II's within the Legislation Division of the Clerk's Department.

RECOMMENDATION

That the Stenographer I position, which is presently vacant, be reclassified downwards to a Stenographer II and that the Stenographer IV position presently occupied by J. Cers, be reclassified upwards to a Stenographer II.

The revised pay range for both positions will be a weekly rate of \$397.31 to \$425.83.

The present incumbent, J. Cers will be paid at the minimum rate of \$397.31 weekly.

BACKGROUND

See attached memorandum and organization chart.

Cheryll Lowe

MEMORANDUM • CITY OF HAMILTON

RECEIVED

TO : Mrs. C. Lowe, Commissioner
of Human Resources
Attn: Mr. T. Critelli

FROM : Mr. K. E. Avery,
Deputy City Clerk

SUBJECT : REQUEST FOR RECLASSIFICATIONS

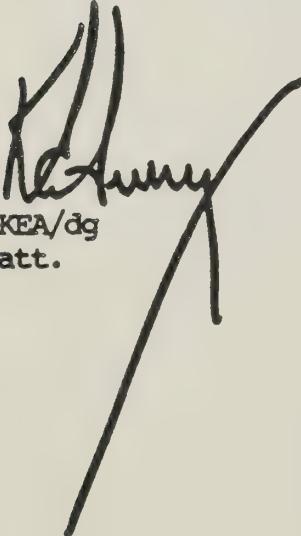
YOUR FILE:

OUR FILE HUMAN RESOURCES CENTRE

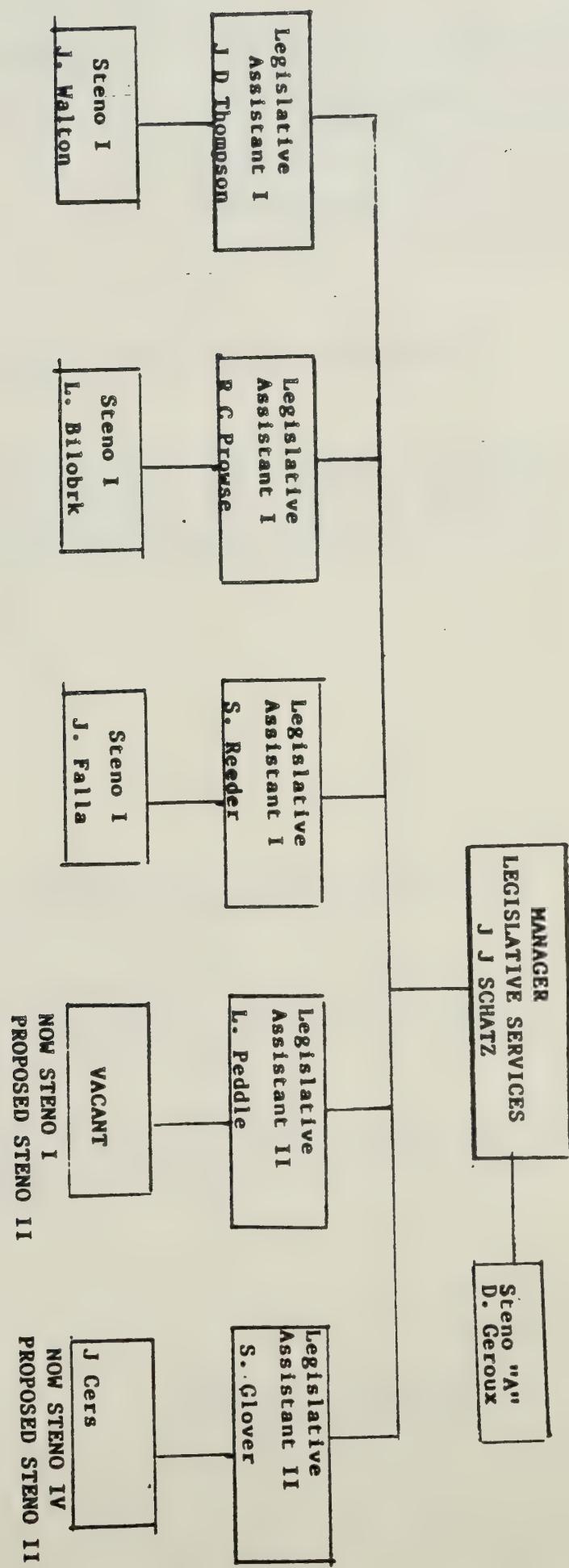
DATE : 1987 September 1

Further to our meeting this afternoon (Tuesday, September 1, 1987), I hereby request your consideration in recommending to the Personnel Committee a change in the status of two (2) Stenographer positions within the Legislative Division of the City Clerk's Department as per our conversation. I am recommending that the Stenographer I position assigned to one of the Legislative II positions be reclassified from a Stenographer I to a Stenographer II (this position is presently vacant). I am also recommending that the Stenographer IV position which is assigned to the other Legislative II be also reclassified to a Stenographer II (attached for your information is an organizational chart of the Legislative Division).

Your earliest attention in this regard would be most appreciated.


K. E. Avery
att.

LEGISLATIVE DIVISION
CITY CLERK'S DEPT



As at September 2, 1987
JJS|dg

RECEIVED

3(c)

FOR ACTION

SEP 14 1981

FROM Commissioner, Human Resources Centre
CITY CLERKS
TO Personnel Committee

DATE Wednesday, September 23, 1987

Refer To File No. _____

Attention Of _____

Your File No. _____

SUBJECT

Appointment of Solicitor IV related to Paul M. Eker's retirement.

RECOMMENDATION

That approval be given for Mr. Rouff to hire Lian Lawrence, a qualified lawyer currently employed as a student-at-law, as a Solicitor IV effective October 1, 1987 in anticipation of Mr. Eker's termination of contract employment on April 30, 1988 and that Ms. Lawrence be hired at a salary of \$34,903.00.

BACKGROUND

The City Solicitor has requested that Mr. Eker, the most senior staff lawyer in his department, have his services extended beyond his normal retirement of October 31, 1987.

In order for Mr. Eker to pass his extensive knowledge to other lawyers in the department, Mr. Rouff wishes to hire a junior lawyer as soon as possible so that there will be an overlap of positions until April 30, 1988.

There are sufficient funds available within the budget for 1987 to provide for this overlap for 1987. In 1988 there should also be sufficient funds available due to the replacement positions being filled at the entry levels of the salary ranges.

Cheryl Howe

4(a)
FOR ACTION

RECEIVED

FROM K. A. Rouff, City Solicitor
Chairman and Members,
Personnel Committee
TO Attn: Mr. E. A. Simpson, Secretary

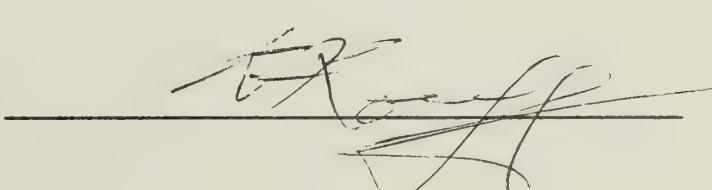
DATE AUG 10 1987
1987 August 10
Refer To CHIEF CLERKS
400-5.8
Attention Of K.A. Rouff
Your File No. _____

SUBJECT

Retirement, October 31, 1987 -- P. M. Eker.

RECOMMENDATION

That Mr. P. M. Eker's official retirement date of October 31, 1987 be advanced to October 31, 1988 and that his present employment be continued until October 31, 1988.



BACKGROUND

Mr. Eker has been employed in the City Solicitor's Department as a staff lawyer since 1967. He is presently the most senior staff lawyer in the Department and is classified as "Senior Legal Advisor".

Mr. Eker possesses a highly specialized knowledge based on his experience prior to 1967 and acquired since then, including legislative and By-law drafting, financial matters relating to O.M.B. approvals, zoning, community improvement, business improvement areas, etc., which cannot be duplicated in the Department with the resources available. His fund of knowledge is very extensive and extremely valuable. It should be available and his services extended for another year, in order to forestall delays and ensure prompt legal implementation of Council's policies in respect of those matters with which he deals.

The other alternative is to hire knowledgeable outside counsel. This would be extremely expensive and would not necessarily produce as prompt implementation as inside staff.

c.c. Mr. L. Sage,
Chief Administrative Officer
c.c. Mrs. Cheryl A. Lowe, Commissioner,
Human Resources Centre

4(b)

RECEIVED

AUG 24 1987

CITY CLERKS
DATE: August 31, 1987

DEPARTMENT OF PUBLIC WORKS

CENTRAL GARAGE

MEMORANDUM

TO: Mr. E. Simpson, City Clerk
FROM: Mr. C. Murray, Office Manager III
SUBJECT: Vacation Carry-over to 1988

FILE #: 87-64

Mr. Anton Tabuns, employee #86935, of Central Garage has requested that his vacation time (15 days) for 1987 be carried over to 1988.

Mr. Tabuns was off sick from May 1, 1987 until August 17, 1987 and he feels that he has been off work enough this year.

This arrangement meets with our approval as we have several employees off sick and on vacation and it would be beneficial to us to have Mr. Tabuns postpone his vacation until next year.

Would you please present this for approval to the Personnel Committee?



CM:s1

cc: Mr. A. den Otter, Fleet Superintendent.

5(a)

FOR INFORMATION

FROM Lou Sage, Chief Administrative Officer

DATE 1987 September 11

TO Personnel Committee

336-0001

Refer To File No.

Attention Of _____

Your File No. _____

SUBJECT

Employee Recognition

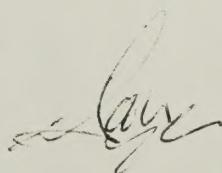
BACKGROUND

A meeting was held with the respective Union Presidents concerning the issue of consistency in the recognition of employees who have achieved exceptional scholastic or skill standards while employed by the City of Hamilton.

While the recognition of employees is a function of the management structure, it is important that positive discipline be given as much emphasis as negative discipline which occurs in the event of unacceptable behaviour.

The training function of the Human Resources Department includes the provision of courses both in-house and by other institutions. In view of the fact that the personnel file on the individual is also with Human Resources it will be the practice for all forms of accomplishment relative to training to be included in a person's file. In the awarding or presentation of certificates, the Human Resources Department will try to ensure consistency whether it be by Council, a Committee of Council, the C.A.O., a Department Head or a letter to the applicable employee(s).

In order to allow for those employees who do not wish to have formal recognition, employees will have the option of opting out of the process in order not to create an unfavourable impression.



66-1
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HAMILTON PUBLIC LIBRARY



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